

# Advantage 601

## Fixed Assets



### Help Desk

Advantage Training

Phone: (207) 624-7700

Please refer to the Amendments book on the OSC Accounting website to see if any modifications have been made to this training book since this version was published.

# Fixed Assets

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# 1 – Orientation

This course will introduce you to how the State of Maine uses Advantage to run the Fixed Assets process. A fixed asset (FA) is an asset, which is not consumed, with a useful life of more than one year. An asset of an organization is classified as a Fixed Asset for accounting purposes if it is designated as one of the following:

- All land (including ancillary costs)
- The State highway system operated by the Department of Transportation
- Infrastructure, other than the State highway system, with a cost of \$3,000 or greater
- All other capital assets with a unit cost (including ancillary costs) of \$3,000 or greater

**NOTE:** Capital leases have specific requirements to be considered a capital asset. A lease must meet one or more of the following four criteria to qualify as a capital lease:

1. Ownership of the leased property is transferred to the State by the end of the lease term
2. The lease contains a bargain purchase option
3. The lease term is equal to 75 percent or more of the estimated useful life of the leased property
4. The present value of the lease payments, excluding ancillary costs, is 90 percent or more of the fair value of the leased property.

Government assets are recorded in a General Fixed Assets Account Group, while capital assets acquired by and used in proprietary and trust fund type accounts are recorded in the fund itself.

Examples of fixed assets are: Land, Buildings, Improvements other than Buildings, Equipment and, Furniture, Vehicles, Intangibles/Easements, Infrastructure, Historical Treasures and Works of Art, Construction In Progress and Shop Equipment.

Advantage Fixed Asset processes enable users to manage and control their organization's fixed assets throughout the life cycle of the asset. The tracking of a fixed asset begins with the acquisition of the asset, includes any maintenance transactions to record asset changes (such as improvements, modifications and transfers), and ends with asset disposal.

The State acquires real property, as well as equipment, machinery, historical treasures, vehicles, software and other intangibles. Fixed assets are acquired through purchase, capital lease, replacements, renovations, donations, grants, re-organizations and transfers from other state agencies. Agencies also track assets which are not owned in order to comply with contractual agreements.

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## Prerequisites

You should have completed the following courses before continuing:

- Advantage 101 Intro to Advantage
- Advantage 201 Chart of Accounts

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## Learning Objectives

At the conclusion of this session, you will be able to:

- Establish a fixed asset
- Review fixed asset thresholds
- Describe the shell generation process
- Review the Fixed Asset Payment Request (FAPR), a table that is used to generate shells and provide searching capabilities, and Shell generation process and how it uses the Payment Request (PRC) and Automated Disbursements (AD) documents
- Discuss system criteria to allow shell generation and review the policy for a missing shell
- Create a fixed asset acquisition (FA) document manually
- Add a Betterment to an existing fixed asset (FA)
- Process adjustments to fixed assets by establishing fixed asset documents (FD, FX, FI, FP, FE, FM, ME)
- Cancel a fixed asset (FC)
- Dispose of a fixed asset (FD)
- Review the Construction-in-Progress process and understand its relationship with Fixed Asset documents
- Review fixed asset inquiry tables (Fixed Asset Registry (FAR) Header, FAR Component, FAR Accounting, FAPR, and Fixed Asset History (FAHIST))
- Review fixed asset validation tables: Fixed Asset Disposition Method (FADM), Fixed Asset Group (FAGRP), Fixed Asset Group Class (FAGCS), Custodian (CUSD), Fixed Asset Capitalization Criteria (FACC), Fixed Asset Type (FATP), Location (LOC) and Location Class (LCLS)
- Review System tables: Commodity (COMM), Commodity Fixed Assets (COMMFA), System Options (SOPT)
- Review the approval process for fixed assets
- Review fixed asset reports
- Work with error messages and handling

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## Changes and Improvements

The most notable changes to Advantage in the Fixed Asset module are:

- The addition of new fields on the Modification (FM) document, include Asset Impairment, Statistical Units and Statistical Units of Measure, account for Government Accounts Standards Board (GASB) requirements
- The creation of two depreciation tables to help with reporting and auditing:
  - FA Depreciation Elements Change (DEPEC)
  - FA Depreciation History (DEPH)

## Fixed Asset Document Codes and Applicable Event Types

The following table displays Fixed Asset document codes and applicable event types currently used by end-users in Advantage.

Unlike most Advantage documents where the event type field is located on the Accounting line, the Fixed Asset documents' event type field is located on the Header line. The event type signifies what posting codes will be used while also bringing in specific rules for data entry concerning referenced transactions, customer codes, vendor codes, and all defined Chart of Account elements in the system.

The user can either: enter the event type, select an event type and name combination from the pick list for a particular document event code, or let it default for a document with a stated default event type. The system will never default an event type over one entered by a user. If the data entered is not correct for the event type, error messages will be issued.

Fixed Asset Function	Document Code	Description	Event Type
Acquisition—Adding Fixed Asset	FA	Fixed Asset Acquisition Document	FA01 <b>(Default)</b>
Acquisition—Increase Asset Value for Shell			FA10
Acquisition—Unpend Shell			FA14
Acquire FA Internally			FAM2
Betterment			FA02
Internal Betterment			FA28
Disposition	FD	Fixed Asset Disposition Document	FA04 <b>(Default)</b>
Internal Sale		Fixed Asset Disposition/Acquisition	FAM1
Modification—non accounting impact	FM	Fixed Asset Modification Document	FA05
Increase/Decrease Value of asset	FI	Fixed Asset Increase / Decrease Document	FA07
Fixed Asset Type Change	FX	Fixed Asset Type Change	FA08
Cancellation	FC	Fixed Asset Cancellation Document	FA11
Sales Price Change	FP	Fixed Asset Price Change Document	FA12
Fixed Asset Depreciation	FE	Manual Depreciation	FA03
Mass Depreciation	ME	Mass Depreciation	FA13

## Inquiry Table Crosswalk

Business Process	Advantage Inquiry Table
Summary status of assets	Fixed Asset Registry Header (FARHDR)
Current detail status of an asset by component number	Fixed Asset Registry Component (FARCOMP)
Funding Source	Fixed Asset Registry Accounting (FARACTG)
Fixed Asset Payment Request fields and status of shell generation	Fixed Asset Payment Request table (FAPR)
Detail information for each Fixed Asset	Fixed Asset History (FAHIST)

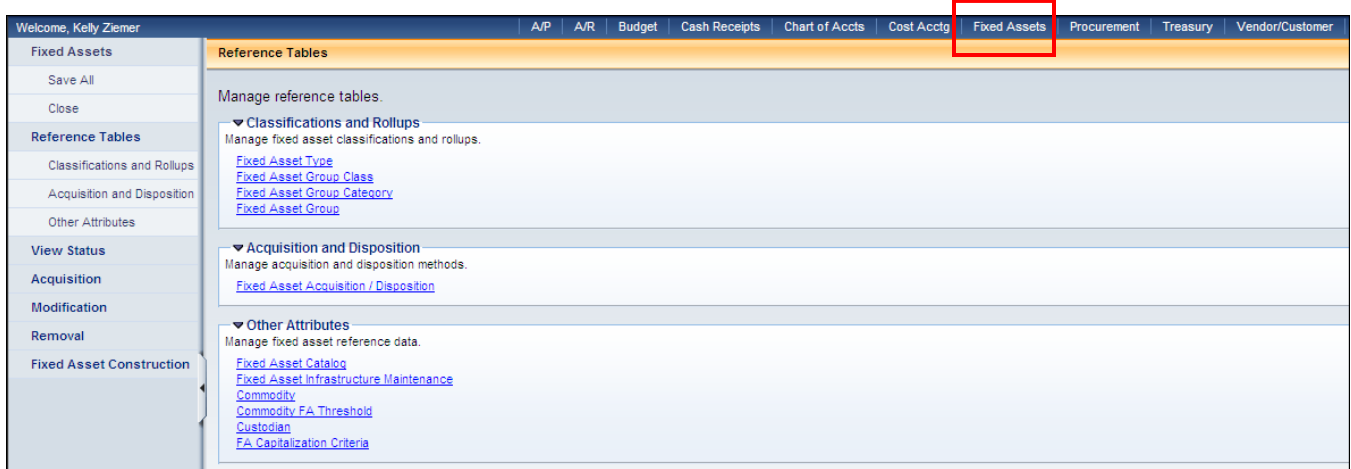
## Validation Tables

Field Being Validated	Advantage Table	Maintained By
Fixed Asset type	Fixed Asset Type (FATP)	Office of the State Controller (OSC) Accounting
Acquisition/Disposition Method	Acquisition/Disposition Method (FADM)	OSC Accounting
Fixed Asset Infrastructure Maintenance	Infrastructure Maintenance (FAIM)	OSC Accounting
Fixed Asset Group	Fixed Asset Group (FAGRP)	OSC Accounting
Fixed Asset Location	Fixed Asset Location (LOC)	OSC Accounting
Fixed Asset Location Category	Location Category (LCAT)	OSC Accounting
Fixed Asset Location Class	Location Class (LCLS)	OSC Accounting
Custodian	Custodian (CUSD)	OSC Accounting
Threshold	Commodity FA Threshold (COMMFA)	OSC Accounting
Fixed Asset Capitalization Criteria	Fixed Asset Capitalization Criteria (FACC)	OSC Accounting

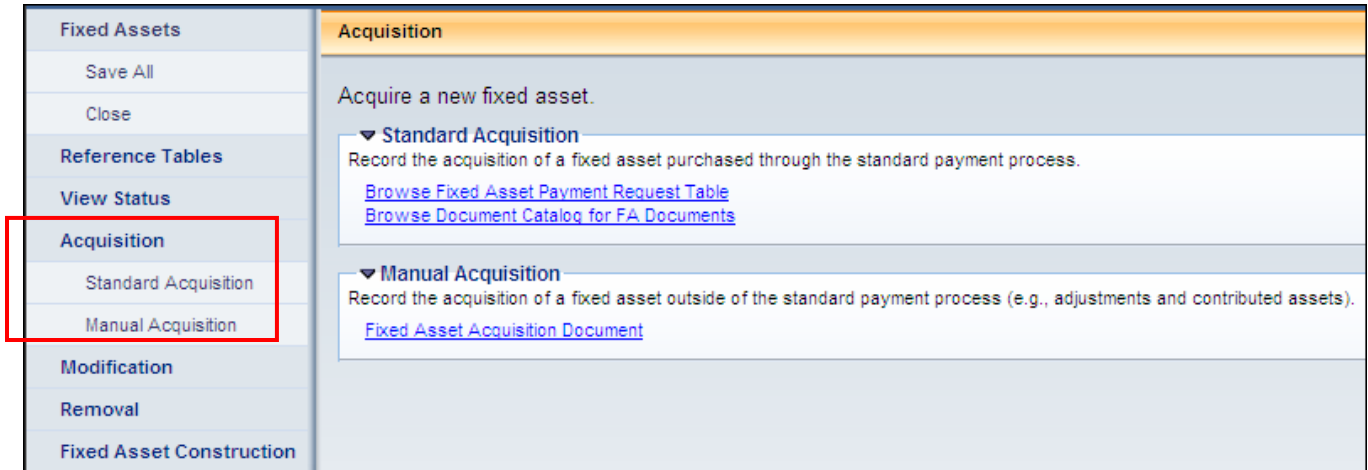


## Workspaces

The Fixed Assets Workspace takes you to the documents and tables you use every day in Advantage. The Workspaces are in the Primary Navigation Panel and by clicking on the Fixed Assets Workspace, links are provided for quick access.



By selecting a link from the Secondary Navigation Panel, documents and tables are easily accessed. Click on the links in the Secondary Navigation Panel to review the information within each.



## Fund 100 GFAAG – General Fixed Asset Account Group

The balance sheet of governmental funds lists only those assets that represent financial resources available for current governmental activities. Capital assets represent past expenditures, not financial resources available for current governmental activities. For this reason, capital assets of governmental funds are not included on the balance sheet of the fund acquiring the asset, but in fund 100. Agencies process the capital assets purchase through the fund that owns the asset. Behind the scenes processing in Advantage will ensure that the balance sheet reporting will be correct.

Funds 010 to 019 are governmental funds, which mean that depreciation for these assets is not tracked at the specific fund but are tracked at fund 100. Once a Fixed Asset document is validated, and if it contains one of these assets in the fund field on the accounting line, the fund automatically changes to fund 100 at the posting line of the Fixed Asset document.

The Accounting line of an FE document. **NOTE:** the **Fund** field is 014.

Fixed Asset Depreciation(FE) Dept: 10A ID: CND001373600FE Ver: 1 Function: New Phase: Final Modified by: CONVUSER, 07/01/2007

Header  
Component No. of Lines: 1 Fixed Asset Number: 00000000013736 Component Number: 0001

Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: 0.00

Accounting Line	Depreciation Amount	Event Type
1	\$3,939.00	FA03

From 1 to 1 Total: 1

General Information Fund Accounting Detail Accounting

Fund: 010

Sub Fund:

Department: 10A

Unit: 0142

Sub Unit: 01

Appr Unit: 014201

Object:

Sub Object:

Revenue:

Sub Revenue:

BSA:

Sub BSA:

OBSA:

Sub OBSA:

Dept Object:

Dept Revenue:

Posting No. of Lines: 1

The Posting line of the FE document. **NOTE:** the **Fund** field changes to 100.

Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: 0.00

Posting No. of Lines: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Non-Standard	F020 F040	Depr Expense Accum Depr	\$3,939.00	\$3,939.00

General Information Asset Information Fund Accounting Detail Accounting

Fund: 100

Sub Fund:

Object: 5701

Sub Object:

Object Category: SCAP

Revenue:

Sub Revenue:

Revenue Category:

Cabinet:

Department: 10A

Unit: 0142

Sub Unit: 01

Appr Unit: 014201

Appr Category:

Internal Fund:

Internal Sub Fund:

Internal Dept:

BSA:

Sub BSA:

OBSA: 0120

Sub OBSA:

Dept Object:

Dept Revenue:

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## Resolving Issues

1. When seeking help with Advantage, first look through the training documentation to see if your issue can be resolved by following steps in the course book or quick reference guide. All materials are posted on the OSC website.
2. Contact a peer in your office to resolve the issue. This quick reference will result in the fastest problem resolution.
3. Your Agency Training Lead is also a great resource. Please see Appendix A to view the departments with which each Agency Training Lead is associated.
4. The State Help Desk is always an option. To contact, call 207.624.7700. Their hours of operation are 7:00am – 5:00pm Monday through Friday.

For more information on policies and procedures of the Advantage Help Desk, please go to the Office of the State Controller (OSC) website..

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## 2—Fixed Asset Acquisition (FA) – FA01

This process refers to the acquisition of a fixed asset. Advantage supports many types of fixed assets, including: land, buildings, improvements other than buildings, equipment, construction work-in progress, vehicles, historic treasures, non-collectible books, easements, software and other intangibles.

The Fixed Asset Acquisition (FA) document is used to record all newly acquired fixed assets. There are two ways to create an FA document:

- The system will generate an FA for the department using the system generated fixed asset shell. Refer to the Shell Generation section for detailed information.
- Advantage requires that an FA document be created manually if a shell has not been created (i.e. donated asset) or an asset is acquired by means other than a PRC document, such as purchases with a Procurement card (P-card).

Fixed asset acquisitions, which can be tracked as a betterment to an existing asset, are also entered into Advantage using an FA document. The difference between using the FA for an acquisition versus a betterment is the event type, which is specified on the FA document Header line. Betterments are tracked using the fixed asset number of the asset being bettered with a component number sequentially increased by one.

Most assets acquired by the State are composite assets. Composite assets consisting of multiple components are depreciated as a single asset based on depreciation attributes established on the asset header. To define an asset as a composite, you select the **Composite Indicator** checkbox in the Header section (under the **Composite Asset Information** subsection). Doing so affects what document components you can edit. These editing restrictions apply to recording new assets and to updating existing assets.

The other type of asset the State would use is the Memo Asset. Memo assets differ from composite assets in that they:

- Are tracked throughout Advantage but their accounting lines do not post to budget structures
- Are not depreciated
- Must meet the commodity asset threshold (COMMFA) but not the capitalization threshold (FACC)

If you would like to specify an asset as Memo, click the Memo Asset checkbox in the Header of the FA document.

The State establishes the commodity codes and dollar threshold used for the shell generation process by department. The system tables used to generate shells are: the Commodity Code table (COMM), the commodity FA Threshold table (COMMFA) and the Fixed Asset Payment Request (FAPR) table. These tables are discussed in the following section.

## Thresholds

The Commodity Code table (COMM) and the Fixed Asset Capitalization Criteria (FACC) are used to set up and verify thresholds. For the following screen shots, the same commodity code is used throughout in order to highlight the relationship between these tables.

### COMM Table

The COMM table is used to flag commodities which are considered fixed assets, as well as default the **Fixed Asset Type** field on the PRC document. In order for an FA shell to be generated, a commodity that is flagged as a Fixed Asset must be selected on the purchase order and payment (PRC) documents.

Access the Commodity table. You can use Page Search or **Jump To**. Enter **COMM** in the field. The Commodity page opens.

Commodity

Commodity	Name	Active	Attachments
✓ 60003	Accounting and Bookkeeping Machines (Not Data Processing)	Yes	0

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[Attachments](#)

[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

General Information

\*Commodity : 60003

Active : ☒

\*Class : 600

Structured Commodity : ☒

Item : 03

Match Indicator : None

Group :

Tax Code :

Detail :

Keyword Search : Accounting and Bookkeeping Machines (Not Data Processing)

Category :

\*Name : Accounting and Bookkeep

Fixed Asset Type : E

General Options

Fixed Asset : ☒

Freight : ☐

Inventory : ☐

Surplus : ☐

Master Agreement : ☐

Class Item in Grouping : ☐

Buy sense : ☐

External Service : ☐

Specifications/Instructions

Assignments

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[Commodity Object](#)
[Commodity Fixed Asset Threshold](#)

Once the commodity code is established as active and a fixed asset, the Commodity's dollar threshold can be established on the COMMFA table.

**NOTE:** To transition from the COMM table to the COMMFA table, click Commodity Fixed Asset Threshold at the bottom the table.

Access the table. You can use Page Search or **Jump To**. Enter **COMMFA** in the field. The Commodity FA Threshold page opens.

Commodity FA Threshold

Commodity	Department	Department Name	Threshold
✓ 60003	ALL		\$5,000.00

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[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

\*Commodity :

\*Department :

Department Name :

\*Threshold :

COMMFAOBJ counter :

Object	Threshold
Delete	Insert

First Prev Next Last

[Commodity](#)

**NOTE:** To transition from the COMMFA table to the COMM table, click Commodity at the bottom left of the table.

## FACC Table

The Fixed Asset Capitalization Criteria (FACC) page defines the minimum criteria for fixed asset types by department. Once the shell is created, it then checks this table to verify that the fixed asset is supposed to be capitalized.


**NOTE:** Memo assets are not capitalized.


Access the table. You can use Page Search or **Jump To**. Enter **FACC** in the field. The Capitalization Criteria page opens.

Fixed Asset Capitalization Criteria			
Fixed Asset Type	Department	Minimum Dollar Threshold	Minimum Useful Life
B	ALL	\$5,000.00	2
C	ALL	\$0.00	0
D	ALL	\$5,000.00	2
✓ E	ALL	\$5,000.00	2
H	ALL	\$5,000.00	2
I	ALL	\$5,000.00	2
L	ALL	\$0.00	0
Q	ALL	\$5,000.00	2
S	ALL	\$5,000.00	2
T	ALL	\$5,000.00	2

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Fixed Asset Type :  

Department :  

Minimum Dollar Threshold :

Minimum Useful Life :



## Shell Generation

In order for Advantage to create a Fixed Asset shell, the following criteria must exist:

- Commodity code is flagged as a Fixed Asset (see list of FA codes on OSC website.)
- Commodity code is setup on the COMMFA table with a threshold
- Commodity Line Type is Item and not Service (need quantity to determine number of shells)
- Shell Indicator on PRC Commodity Line is set to Multiple (default) or Single Shell
- PRC Line Amount is greater than \$5000 (asset threshold), except for Land or X type assets which do not have a threshold
- Payment document has been disbursed

The Fixed Asset Shell Generation offline process creates a fixed asset acquisition “shell” document. It is referred to as a “shell” document because it includes some but not all required fields and must be processed further by users. The Shell Generation offline process creates Fixed Asset “shell” documents based on updates to the Fixed Asset Payment Request (FAPR) table that result from accepted payment request (PRC) which are **fully disbursed**.

**NOTE:** If the minimum dollar value is not set for the commodity on the Commodity FA Threshold (COMMFA) table, but the commodity is flagged as a fixed asset on the Commodity (COMM) table, a shell will still be generated.

## PRC Commodity Line

A PRC document creates shells based on the commodity code. Multiple shells will be generated based on the quantity. For example, if you purchase three computers, and a quantity of 3 is entered on the PRC document, Advantage will generate three shells.

On the PRC Commodity line **Fixed Asset Information** tab, choose the **Shell Indicator**. The following are the options:

- **Single Shell**—generates only one shell that would contain all units from the commodity line
- **Multiple Shell**—This is the default. This default can be over-riden on the PRC document by selecting single shell or no shell on the commodity line. Multiple Shell generates a separate Fixed Asset Shell for each unit of the Payment Request commodity line.
- **No Shell**—this is used when the Line Type is Service or the item should not become an asset. In this case, no shell is generated.

The screenshot shows the 'Fixed Asset Information' tab for a commodity line. The 'Shell Indicator' dropdown is set to 'Multiple Shell'. The 'Fixed Asset Type' is 'E'. The 'Shell Generated Date' field is empty. The 'Commodity Line' table shows one line with a quantity of 1.00000.

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Accounting and Bookkeeping Machines (Not Data Processing)	60003	1.00000	Item

Once the disbursement job and generate shell job are run, then the **Shell Generate Date** field on the PRC will update. This is the date the FA document is created.

The screenshot shows the 'Fixed Asset Information' tab with the 'Shell Generated Date' field updated to '04/06/2011'. The 'Shell Indicator' is still 'Multiple Shell' and the 'Fixed Asset Type' is 'E'.

## PRC Accounting Line

If you are posting directly to the fixed asset BSA, be sure to use event type of FA20 on the PRC Accounting line, rather than AP18. Otherwise, the payment will not be released.

Validate and Submit the PRC document. For additional information about the PRC document, please refer to the 401 Accounts Payable training book.

## Fixed Asset Payment Request (FAPR) table

Once the PRC document is created with a fixed asset commodity code, a record is loaded to the Fixed Asset Payment Request (FAPR) table.

From the Fixed Asset Workspace, click Acquisition. Click Browse Fixed Asset Payment Request table. The Fixed Asset Payment Request page opens. A search window also opens. Enter the PRC specifics.

*Payment Request and Purchase Order specifics on FAPR*

Fixed Asset Payment Request						
Document	Doc Dept	Doc Unit	Doc. Id	Doc. VL No.	Doc. CL No.	Shell Generated Date
✓ PRC	10A		20110406000000001206	1	1	
First Prev Next Last						
<a href="#">Save</a> <a href="#">Undo</a> <a href="#">Copy</a> <a href="#">Search</a>						
<b>▼ Payment Request Details</b>						
Document : PRC		Commodity : 60003				
Doc Dept : 10A		Quantity/Unit : 1.00000				
Doc Unit :		Total Disbursed Amount : 5500.00				
Doc. Id : 20110406000000001206		Acquisition Date :				
Doc. VL No. : 1		Pending Asset BSA : 0100				
Doc. CL No. : 1		Pending Asset Sub BSA :				
Vendor/Customer : VS0000010993						
Fixed Asset Type : E						
<b>▼ Purchase Order Details</b>						
Document : BPO		Doc. VL No. : 1				
Doc Dept : 10A		Doc. CL No. : 1				
Doc. Id : 20110406000000000413						
<b>▼ Shell Generation Details</b>						
Purge Shell Record : <input type="checkbox"/>		Total Quantity/Unit Acquired : 0.00000				
Generate Multiple Shell : <input checked="" type="checkbox"/>		Total Quantity Discarded : 0.00000				
Shell Generated Date :		Reversed (Unpend) Units : 0.00000				
Total Capitalized Amount : 0.00		Reversed (Unpend) Amount : 0.00				
<a href="#">Top</a>						
<a href="#">FAPR Accounting Lines</a> <a href="#">Generated Shell Details</a>						

Click [FAPR Accounting Lines](#) to transition to the Disbursement section of FAPR.

Once the disbursement chain job is run, then the disbursement section of FAPR is updated. Click [Disbursement Lines](#) to view the associated disbursement document.

FAPR Accounting Lines

PR Document	PR Doc. Dept.	PR Doc. Id	PR Doc. VL No.	PR Doc. CL No.	PR Doc. AL No.
✓ PRC	10A	20110406000000001206	1	1	1

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[Copy](#) [Search](#)

▼ Payment Request Details

PR Document :

PR Doc. VL No. :

PR Doc. Dept. :

PR Doc. CL No. :

PR Doc. Id :

PR Doc. AL No. :

▼ Purchase Order Details

PO Document :

PO Doc. VL No. :

PO Doc. Dept. :

PO Doc. CL No. :

PO Doc. Id :

PO Doc. AL No. :


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[Disbursement Lines](#)

[FAPR Commodity Lines](#)

Disbursement Details						
Disb Document	Disb Doc. Dept.	Disb Doc. Id	Disb Doc. VL No.	Disb Doc. AL No.	Disb Doc. PL No.	
✓ AD	08C	00000000000005143060	1	1	3	

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▼ **Payment Request Details**

PR Document :  PR Doc. VL No. :   
 PR Doc. Dept. :  PR Doc. CL No. :   
 PR Doc. Id :  PR Doc. AL No. :

▼ **Disbursement Details**

Disb Document :  Line Amount :   
 Disb Doc. Dept. :  Fiscal Year :   
 Disb Doc. Id :  Budget FY :   
 Disb Doc. VL No. :   
 Disb Doc. AL No. :   
 Disb Doc. PL No. :



▼ **COA Elements Fund Accounting**

Fund :  Object :  OBSA :   
 Sub Fund :  Sub Object :  Sub OBSA :   
 Department :  Revenue :  Dept Object :   
 Unit :  Sub Revenue :  Dept Revenue :   
 Sub Unit :  BSA :   
 Appr Unit :  Sub BSA :

▼ **COA Elements Detail Accounting**

Location :  Reporting :  Program :   
 Sub Location :  Sub Reporting :  Major Program :   
 Activity :  Task :  Phase :   
 Sub Activity :  Sub Task :  Program Period :   
 Function :  Task Order :  Funding Profile :   
 Sub Function :  CAFR Activity Unit :  County :

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 [FAPR Accounting Lines](#)  [FAPR Commodity Lines](#)

## Searching for your FA document

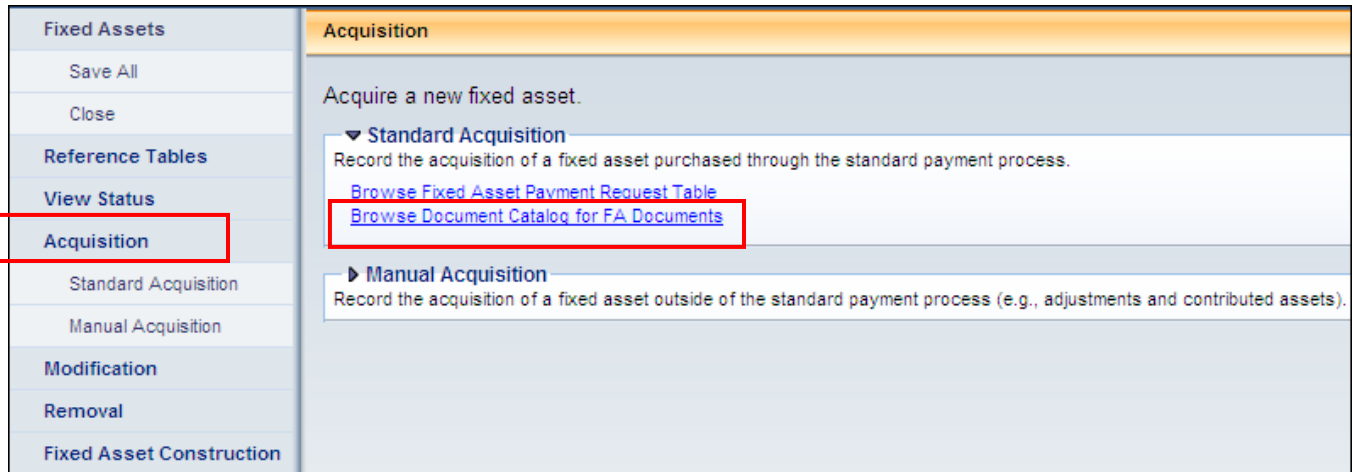
The Generate Shell job is run nightly, creates the FA documents and leaves them in a Draft phase. There are two ways to find an FA document:

1. Check Document Catalog frequently to search for your FA documents. Review the document, populate any additional information and submit it so that it eventually moves to a Final phase.
2. Open the FAPR table and search for the PRC document you created.

## Finding your FA document via Document Catalog

The batch process sets the shell document (Fixed Asset Acquisition (FA) document) on the Document Catalog, once the commodity line is fully disbursed. All created shells are associated with one department. This is the department reflected on the related PRC document header and the department used when identifying the document on the Document Catalog.

Click the Fixed Assets Workspace. Click Acquisition. Click Browse Document Catalog for FA Documents.



Enter the following information:

- **Code**—FA
- **Dept**—enter your department
- **ID**—enter the prefix (i.e. 2011\*)
- **Phase**—Draft

Click [Browse](#).

Click the FA document link under the **Document ID** column. Skip to the Completing the FA shell document section.

Document Catalog

[Create](#)

Document Identifier

Code : FA
Unit :
Dept. : 10A
ID : 2011\*

User Information

Document State

Function :
Status :
Phase : Draft

[Browse](#)
[Clear](#)

[Open](#)
[Validate](#)
[Submit](#)
[Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	FA	10A		<a href="#">20110304000000000043</a>	No	1	New	Draft	Held	3/4/11	jkook	\$5,001.25	Yes
<input type="checkbox"/>	FA	10A		<a href="#">20110406000000000047</a>	No	1	New	Draft	Held	4/6/11	kziemer	\$5,500.00	Yes
<input type="checkbox"/>	FA	10A		<a href="#">20110406000000000048</a>	No	1	New	Draft	Held	4/6/11	kziemer	\$5,500.00	Yes

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## Finding your FA Document via FAPR

Another way to find your FA document is to access FAPR. Search for your PRC document.

If there is more than one commodity line on your PRC document, then more than one record will appear on FAPR.

For each record, there are three places on this table where you can see that a shell was generated:

- In the grid, the **Shell Generated Date** is populated
- In the **Payment Request Details** section, the **Acquisition Date** is populated
- In the **Shells Generated Details** section, the **Shell Generated Date** is populated

The **Shells Generated Details** section displays compiled information (i.e. quantity, generation date, etc.) specific to the payment document

- **Purge Shell Record**—used to purge a PRC record from the FAPR table. This flag can only be selected and saved once all the generated shells for a FAPR record have been completed and accepted, discarded or accepted with the Unpend Event Type. Once selected, the record will be purged from the table with the next running of the FAPR Purge batch process. This functionality is currently not used in production.
- **Generate Multiple Shell** flag—selected by the system if the PRC documents Shell Indicator was set to Multi – Shell
- **Total Capitalized Amount** and **Total Quantity Acquired**—updated when an FA shell document is completed and submitted
- **Total Quantity Discarded**—displays the number of FA shell documents that have been discarded from the system. This means that you have discarded your FA document when it is in a Draft phase.
- **Reversed (Unpend) Units** and **Reversed (Unpend) Amount**—updated when a FA Shell is submitted with the Unpend Event Type (FA14)

To view the specific information about the FA document (shell), click [Generated Shell Details](#).



PRC with 1 Commodity line only— 1 record on FAPR

Fixed Asset Payment Request						
Document	Doc Dept	Doc Unit	Doc. Id	Doc. VL No.	Doc. CL No.	Shell Generated Date
✓ PRC	10A		20110406000000001206	1	1	04/06/2011

First Prev Next Last

[Save](#) [Undo](#) [Copy](#) [Search](#)

▼ **Payment Request Details**

Document : PRC      Commodity : 60003  
 Doc Dept : 10A      Quantity/Unit : 1.00000  
 Doc Unit :      Total Disbursed Amount : 5500.00  
 Doc. Id : 20110406000000001206      Acquisition Date : 04/06/2011  
 Doc. VL No. : 1      Pending Asset BSA : 0100  
 Doc. CL No. : 1      Pending Asset Sub BSA :  
 Vendor/Customer : VS0000010993  
 Fixed Asset Type : E

▼ **Purchase Order Details**

Document : BPO      Doc. VL No. : 1  
 Doc Dept : 10A      Doc. CL No. : 1  
 Doc. Id : 20110406000000000413

▼ **Shell Generation Details**

Purge Shell Record : ☐      Total Quantity/Unit Acquired : 0.00000  
 Generate Multiple Shell : ☒      Total Quantity Discarded : 0.00000  
 Shell Generated Date : 04/06/2011      Reversed (Unpend) Units : 0.00000  
 Total Capitalized Amount : 0.00      Reversed (Unpend) Amount : 0.00

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[FAPR Accounting Lines](#)      [Generated Shell Details](#)

The sections on the Generated Shell page are as follows:

- The **Payment Request Details** section displays the PRC document identifier information that created the shell
- The **Fixed Assets Detail** section displays the generated shell document identifier information
- The **Generated Shell Detail** section is similar to the FAPR's section you saw on the previous page, except that this information is specific to one shell (FA document), whereas FAPR provides total amounts summing all commodity lines on a referenced PRC document

Click FA document link, under the **Generated FA Document** column, to view the generated shell.


**NOTE:** on the PRC in the above example, there is one commodity line only with a quantity of 1 so 1 FA document is created.

*PRC with quantity of 1—1 FA document/shell generated*

Generated Shell

Generated FA Document	FA No.	FA Doc. CL No.	Capitalized Amount
✓ <a href="#">FA 10A 2011040600000000048 1</a>		1	

First Prev Next Last

[Copy](#) [Search](#) 

Payment Request Details

PR Document :  PR Doc. VL No. :   
PR Doc. Dept. :  PR Doc. CL No. :   
PR Doc. Id :

Fixed Asset Details

FA Document :  FA No. :   
FA Doc. Dept. :  FA Doc. CL No. :   
FA Doc. Id :

Generated Shell Details

Quantity Acquired :   
Shell Generated Date :   
Shell Discarded Flag : ☐  
Shell Acceptance Date :   
Capitalized Amount :   
Reversed (Unpend) Amount :   
Quantity Discarded :   
Reversed (Unpend) Quantity :

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[FAPR Commodity Lines](#)

If the quantity on the PRC document is greater than 1 and Multiple Shell is selected, then several FA documents are generated. In the example below, the quantity on the PRC is **2**, therefore 2 shells are generated.

Generated Shell

Generated FA Document	FA No.	FA Doc. CL No.	Capitalized Amount
✓ <a href="#">FA 10A 20110406000000000049 1</a>	1		
<a href="#">FA 10A 20110406000000000050 1</a>	1		

First Prev Next Last

[Copy](#)   [Search](#)

▼ Payment Request Details

PR Document :

PR Doc. VL No. :

PR Doc. Dept. :

PR Doc. CL No. :

PR Doc. Id :

▼ Fixed Asset Details

FA Document :

FA No. :

FA Doc. Dept. :

FA Doc. CL No. :

FA Doc. Id :

▼ Generated Shell Details

Quantity Acquired :

Capitalized Amount :

Shell Generated Date :

Reversed (Unpend) Amount :

Shell Discarded Flag : ☐

Quantity Discarded :

Shell Acceptance Date :

Reversed (Unpend) Quantity :

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[FAPR Commodity Lines](#)

## Completing the FA shell document

The FA document page opens. Click **Edit**.

Fixed Asset Acquisition(FA) Dept: 10A ID: 2011040600000000048 Ver: 1 Function: New Phase: Draft Modified by kzeimer, 04/06/2011

**Header**

General Information Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance Document Information

Document Name: [Text Box] Auto Generate FA Number: ☐ Prefix: [Text Box]

Record Date: [Calendar Icon] Fixed Asset Number: [Text Box]

Budget FY: [Text Box] Fixed Asset Description: [Text Box]

Fiscal Year: [Text Box] Document Total: \$5,500.00

Period: [Text Box] Final Asset Value: \$5,500.00

Document Description: [Text Box] Event Type: FA01

Complex / Building: [Text Box] Memo Asset: ☐

Component	No. of Lines: 1	Fixed Asset Number:	Component Number: 0001
Warranty	No. of Lines: 0	Fixed Asset Number: none	Component Number: none
Accounting	No. of Lines: 1	Accounting Line: 1	Line Amount: \$5,500.00
Posting	No. of Lines: 0		

Edit Copy Validate Submit Discard Print Processing Workflow File Close

All shell documents will automatically populate the following fields on the FA document: Doc ID, Vendor Code/Name, Fund, Department, Unit, SubUnit, Activity (if populated on PRC), Object or Balance Sheet Account, Appr Unit and Total Asset Value.

## Header

Populate the following fields in the **General Information** tab:

- Auto Generate FA Number
- Fixed Asset Description

Click the **Responsibility Center** tab.

Fixed Asset Acquisition(FA) Dept: 10A ID: 2011040600000000048 Ver: 1 Function: New Phase: Draft Modified by kzeimer, 04/06/2011

**Header**

General Information Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance Document Information

Document Name: [Text Box] Auto Generate FA Number: ☒ Prefix: [Text Box]

Record Date: [Calendar Icon] Fixed Asset Number: [Text Box]

Budget FY: [Text Box] Fixed Asset Description: ACQUISITION OF ACCOUNTING AND BOOKING EQUIPMENT

Fiscal Year: [Text Box] Document Total: \$5,500.00

Period: [Text Box] Final Asset Value: \$5,500.00

Document Description: [Text Box] Event Type: FA01

Complex / Building: [Text Box] Memo Asset: ☐

Edit Copy Validate Submit Discard Print Processing Workflow File Close

Populate the following fields:

- Custodian—the entity responsible for the asset
- Fund
- Department
- Unit
- Location

**NOTE:** Although Chart of Account elements are in the Responsibility Center section, all Chart of Account elements are inferred on the Accounting line from the PRC.

Click the **Composite Asset Information** tab.

The screenshot displays the 'Composite Asset Information' tab in the Advantage 601 Fixed Assets software. The interface features a header bar with several tabs: 'General Information', 'Extended Doc Description', 'Responsibility Center', 'Composite Asset Information' (which is the active tab), 'Infrastructure Maintenance', and 'Document Information'. A 'List View' button is located in the top right corner of the header. The main content area is divided into three columns of input fields. The first column on the left includes fields for 'Custodian' (value: 1023), 'Accounting Template', 'Fund' (value: 013), 'Sub Fund', 'Department' (value: 10A), 'Unit' (value: 0452), 'Sub Unit', 'Appr Unit', 'Object', and 'Sub Object'. The middle column includes 'Revenue', 'Sub Revenue', 'Dept Object', 'Dept Revenue', 'Activity', 'Sub Activity', 'Function', 'Sub Function', 'Reporting', and 'Sub Reporting'. The third column on the right includes 'Task', 'Sub Task', 'Task Order', 'Major Program', 'Program', 'Phase', 'Program Period', 'Location' (value: 0008), and 'Sub Location'. Each input field is accompanied by a small green icon with an upward-pointing arrow, likely for data selection or validation. Several fields are highlighted with red rectangular boxes: 'Custodian', 'Fund', 'Department', 'Unit', and 'Location'.

Populate the following fields:

- Composite Asset—A majority of the state of Maine's assets are composite assets, which means that they depreciate as a whole instead of each component individually
- Fixed Asset Type—Click the pick list and select the best option

Fixed Asset Type	Fixed Asset Type Name	Depreciation Indicator	Asset BSA	Asset Sub BSA
Select B	Buildings	Yes	0112	
Select C	Construction Work In Progress	No	0066	
Select D	Heavy Duty Equip	Yes	0114	
Select E	Equipment And Furniture	Yes	0115	
Select H	Historical Treasures & Art	No	0115	
Select I	Improvements	Yes	0119	
Select L	Land	No	0110	
Select Q	Shop Equipment	Yes	0115	
Select S	Infrastructure	Yes	0115	
Select T	Intangibles	Yes	0118	

- Fixed Asset Group—Click the pick list and select the best option

Fixed Asset Group	Fixed Asset Group Name	Fixed Asset Type	Fixed Asset Group Class	Fixed Asset Group Category
Select 0304	Audio Equipment	E	030	
Select 0308	Cabinets, Metal Office	E	030	
Select 0308	Cabinets, Wood	E	030	
Select 0310	Calculators, Desk	E	030	
Select 0312	Calculators, Portable	E	030	
Select 0314	Cameras	E	030	
Select 0316	Cutter, Paper	E	030	
Select 0318	Fax Machines	E	030	
Select 0320	Film Viewers & Accessories	E	030	
Select 0322	Furniture, Office & Institute	E	030	

- Depreciation Method—select Straight Line. For those departments who do not use Advantage to depreciate their assets, please select “Manually Computed”.
- Use Life—enter the expected life of the asset
- In-Service Date—if you plan to depreciate your asset, then populate this field
- Depreciation Structure—select Funding Line. For those departments who do not use Advantage to depreciate their assets, please select “Not Applicable”.

Click the **Component** accordion tab.

## Component

The Component General Information tab opens. This information is inferred from the PRC document.

Click the **Acquisition Details** tab.

Click the pick list for the **Acquisition Method** to select how the asset was acquired.

Acquisition/Disposition	Acquisition Disposition Method	Acquisition Disposition Method Short Name
Select	Acquisition	C Construct
Select	Acquisition	D Destroyed
Select	Acquisition	G G/B
Select	Acquisition	L Lease
Select	Acquisition	M L/P
Select	Acquisition	O Other
Select	Acquisition	P Purchase
Select	Acquisition	R Transfer
Select	Acquisition	S Sold
Select	Acquisition	T Trade

Click the **Component Location Details** tab.

Enter the location or click the pick list for the **Location** to select where the asset will be housed.

**Choose**

[Browse](#) [Clear](#)

Department :  Location :


Name :


	Department	Location	Name
<a href="#">Select</a>	10A	0000	SURPLUS EQUIPMENT
<a href="#">Select</a>	10A	0001	ACCOUNTS & CONTROL, 4RD FLOOR
<a href="#">Select</a>	10A	0002	COMPENSATORY EDUCATION
<a href="#">Select</a>	10A	0003	STUDENT ASSISTANCE TEAM/CONF
<a href="#">Select</a>	10A	0004	CERTIFICATION SUB-TEAM
<a href="#">Select</a>	10A	0005	TITLE V1/MIS TEAM
<a href="#">Select</a>	10A	0006	PERSONNEL
<a href="#">Select</a>	10A	0007	LEADERSHIP/RECEPTION
<a href="#">Select</a>	10A	0008	COMPUTER TRAINING CTR
<a href="#">Select</a>	10A	0009	CDS/SPECIAL SERVICES SUB-TEAM


[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

Click the **Component Classification** tab.

Component General Information | Acquisition Details | **Component Location Details** | **Component Classification** | Cost, Valuation & Depreciation | FAPR Reference | Internal Sale Details

Location: 0008 

Sub Location: 

Complex / Building: 

Enter the expected life of the asset in the **Useful Life** field. The other information on this tab inferred from the PRC and the FA Header.

The Accounting section should be all complete because this information inferred from the PRC document and cannot be changed.



Click **Validate** and **Submit**.

Component				No. of Lines: 1	Fixed Asset Number: 20110000275	Component Number: 0001
Fixed Asset Number	Component Number	Component Total	Units			
20110000275	0001	\$5,500.00	1.00000			
From 1 to 1 Total: 1				<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>		
				Go to line: <input type="text"/> <input type="button" value="Go"/>		
<input type="button" value="List View"/>						
<div> <div>Component General Information</div> <div>Acquisition Details</div> <div>Component Location Details</div> <div><b>Component Classification</b></div> <div>Cost, Valuation &amp; Depreciation</div> <div>FAPR Reference</div> <div>Internal Sale Details</div> </div>						
<div> <div> Fixed Asset Classification: Normal Fixed Asset Catalog: Fixed Asset Type: E Fixed Asset Group: 0386 <div style="border: 2px solid red; padding: 2px;">Useful Life: 3</div> In Service Date: </div> <div> BSA: 0115  Sub BSA:  OBSA: 0100  Sub OBSA:  Accum Depr BSA: 0120  Accum Depr Sub BSA: </div> </div>						
<div> <input type="button" value="Save"/> <input type="button" value="Undo"/> <input type="button" value="Insert New Line"/> <input type="button" value="Insert Copied Line"/> <input type="button" value="Edit with Grid"/> </div>						
<div> <div>Warranty</div> <div>Accounting</div> <div>Posting</div> </div> <div> <div>No. of Lines: 0</div> <div>Fixed Asset Number: none</div> <div>Component Number: none</div> </div> <div> <div>No. of Lines: 1</div> <div>Accounting Line: 1</div> <div>Line Amount: \$5,500.00</div> </div> <div> <div>No. of Lines: 2</div> </div>						
<div> <input type="button" value="Copy"/> <div style="border: 2px solid red; padding: 2px;"> <input type="button" value="Validate"/> <input type="button" value="Submit"/> </div> <input type="button" value="Discard"/> </div> <div> <input type="button" value="Print"/> <input type="button" value="Processing"/> <input type="button" value="Workflow"/> <input type="button" value="File"/> <input type="button" value="Close"/> </div>						

## Updates to FAPR

Navigate back to the FAPR table and search for your PRC document. The Shell Generated Details section is updated now that the FA document is in a Final phase.

**Total Capitalized Amount** and **Total Quantity/Unit Acquired** fields reflect the line amount and quantity of the PRC and FA documents.

Fixed Asset Payment Request

Document	Doc Dept	Doc Unit	Doc. Id	Doc. VL No.	Doc. CL No.	Shell Generated Date
✓ PRC	10A		20110406000000001206	1	1	04/06/2011

First Prev Next Last

[Save](#)
[Undo](#)
[Copy](#)
[Search](#)

Payment Request Details

Document : PRC

Commodity : 60003

Doc Dept : 10A

Quantity/Unit : 1.00000

Doc Unit :

Total Disbursed Amount : 5500.00

Doc. Id : 20110406000000001206

Acquisition Date : 04/06/2011

Doc. VL No. : 1

Pending Asset BSA : 0100

Doc. CL No. : 1

Pending Asset Sub BSA :

Vendor/Customer : VS0000010993

Fixed Asset Type : E

Purchase Order Details

Shell Generation Details

Purge Shell Record : ☐

Total Quantity/Unit Acquired : 1.00000

Generate Multiple Shell : ☒

Total Quantity Discarded : 0.00000

Shell Generated Date : 04/06/2011

Reversed (Unpend) Units : 0.00000

Total Capitalized Amount : 5500.00

Reversed (Unpend) Amount : 0.00

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[FAPR Accounting Lines](#)
[Generated Shell Details](#)

## Summary of Shell Generation

To summarize, the specific criteria for creating a shell document are:

- The minimum dollar threshold established on the Fixed Asset Commodity Threshold (COMMFA) is met.
- There must be a PRC reference on the FAPR table that is fully disbursed.
- The user did not override the system default by selecting the “No Shells” option.
- The option to Generate Fixed Asset Shells is selected on the System Options (SOPT) table and is controlled by the Office of the State Controller.
- The commodity code specified on the payment request commodity line is flagged as a fixed asset on the Commodity (COMM) table.

## Unpend an FA shell

If an FA shell was created incorrectly, the user will have to open the Draft FA document and enter FA14 in the event type field to unpend the FA shell. This action will reverse the posting created during the disbursement process. The payment request document referenced by the FA shell below has a pending FA balance.

**NOTE:** If you simply discard the FA document by clicking the **Discard** button, you will have to process a Journal Voucher to debit equity and credit pending asset.

## Submit the FA with Event Type FA14

Open the Draft FA document, either from the Document Catalog or FAPR.

Click **Edit**.

Populate the following fields:

- Document Description—explain why the shell should not create an asset
- Event Type—enter FA14

Fixed Asset Acquisition(FA) Dept: 10A ID: 201104080000000000049 Ver.: 1 Function: New Phase: Draft Modified by: kziemer, 04/06/2011

Header

General Information Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance Document Information

Document Names: [Field]  
Record Date: [Field]  
Budget FY: [Field]  
Fiscal Year: [Field]  
Period: [Field]  
Document Description: Explain why the shell should not become an asset [Field]  
Complex Building: [Field]

Auto Generate FA Number: [Field]  
Prefix: [Field]  
Fixed Asset Number: [Field]  
Fixed Asset Description: [Field]

Document Total: \$5,500.00  
Final Asset Value: \$5,500.00  
Event Type: FA14 [Field]  
Memo Asset: [Field]

Save Undo

Component	No. of Lines	Fixed Asset Number	Component Number
Warranty	No. of Lines: 0	Fixed Asset Number: none	Component Number: none
Accounting	No. of Lines: 1	Accounting Line: 1	Line Amount: \$5,500.00
Posting	No. of Lines: 0		

Copy Validate Submit Discard Print Processing Workflow File Close

You will notice on the Posting line that the payment and disbursement postings have been reversed.  
**Validate** and **Submit** the document. The document will workflow to OSC for approval.

Fixed Asset Acquisition(FA) Dept: 10A ID: 2011040600000000049 Ver: 1 Function: New Phase: Draft Modified by kzeimer, 04/06/2011						
<b>Header</b>						
Component	No. of Lines: 1	Fixed Asset Number:		Component Number: 0001		
Warranty	No. of Lines: 0	Fixed Asset Number: none		Component Number: none		
Accounting	No. of Lines: 1	Accounting Line: 1		Line Amount: \$5,500.00		
<b>Posting</b>						
No. of Lines: 1						
Line	Function	Debit Posting	Debit Posting Name	Debit Amount	Credit Posting Name	Credit Amount
1	Standard	F010 F001	Exp Offst - FA Pending FA	\$5,500.00		\$5,500.00
From 1 to 1 Total: 1						

Access the FAPR table and search for the PRC document. The **Reverse (Unpend) Units** and **Reverse (Unpend) Quantity** field should be populated in the **Shell Generation Details** section, once the FA document is in a Final phase. Click Generated Shell Details to view the specific FA document.

Fixed Asset Payment Request						
Document	Doc Dept	Doc Unit	Doc. Id	Doc. VL No.	Doc. CL No.	Shell Generated Date
✓ PRC	10A		20110406000000001207	1	1	04/06/2011
First Prev Next Last						
<a href="#">Save</a> <a href="#">Undo</a> <a href="#">Copy</a> <a href="#">Search</a>						
<b>Payment Request Details</b>						
Document: PRC		Commodity: 60003				
Doc Dept: 10A		Quantity/Unit: 2.00000				
Doc Unit:		Total Disbursed Amount: 11000.00				
Doc. Id: 20110406000000001207		Acquisition Date: 04/06/2011				
Doc. VL No.: 1		Pending Asset BSA: 0100				
Doc. CL No.: 1		Pending Asset Sub BSA:				
Vendor/Customer: VS0000010993						
Fixed Asset Type: E						
<b>Purchase Order Details</b>						
<b>Shell Generation Details</b>						
Purge Shell Record: <input type="checkbox"/>		Total Quantity/Unit Acquired: 0.00000				
Generate Multiple Shell: <input checked="" type="checkbox"/>		Total Quantity Discarded: 0.00000				
Shell Generated Date: 04/06/2011		Reversed (Unpend) Units: 1.00000				
Total Capitalized Amount: 0.00		Reversed (Unpend) Amount: 5500.00				
<a href="#">Top</a> <a href="#">FAPR Accounting Lines</a> <a href="#">Generated Shell Details</a>						

## Creating an FA document Manually

There are several cases where an FA document should be created manually, circumventing the shell generation process:

- If the assets (such as donated assets) are not acquired through the procurement system with a PRC document
- If the asset is purchased with a Procurement card (P-card)
- If the asset is accidentally discarded instead of unpended

Fixed Asset Classification of Contributed, Adjustment, and Memo are most common for manually entered fixed asset documents and, although rare, they can also have a classification of Normal.

- Contributed—the offset balance sheet update is to the Contributed Offset Balance Sheet Account defined by asset type (FATP)
- Adjustment—the offset balance sheet update is to the Net Adjustment Asset BSA defined by the posting code. If you do not have reference information (PRC/AD), then select this option.
- Memo—the balance sheet update is to the Memo Balance Sheet Account define by the asset type on FATP. (**NOTE:** Fixed Asset “memo” balances are carried forward from year to year until the asset is disposed, unlike the “memo” accounts on the BSA table that are temporary. Memo assets are not depreciated.)
- Normal—only used on shell generated FA documents. Do not use this option if manually creating your FA document

Click the Fixed Assets Workspace. Click **Acquisition**. Click **Manual Acquisition**. Click Fixed Asset Acquisition Document.

Fixed Assets	Acquisition
Save All	Acquire a new fixed asset.
Close	<div style="background-color: #e6f2ff; padding: 5px;"> <b>▼ Standard Acquisition</b>  Record the acquisition of a fixed asset purchased through the standard payment process.  <a href="#">Browse Fixed Asset Payment Request Table</a>  <a href="#">Browse Document Catalog for FA Documents</a> </div>
Reference Tables	
View Status	
Acquisition	<div style="background-color: #e6f2ff; padding: 5px;"> <b>▼ Manual Acquisition</b>  Record the acquisition of a fixed asset outside of the standard payment process (e.g., adjustments and contributed assets).  <div style="border: 2px solid red; padding: 2px;"> <a href="#">Fixed Asset Acquisition Document</a> </div> </div>
Standard Acquisition	
Manual Acquisition	
Modification	
Removal	
Fixed Asset Construction	

The Document Catalog opens. Click Create.

The screenshot shows the 'Document Catalog' window. At the top, there is a 'Create' button highlighted with a red box. Below it, the 'Document Identifier' section contains fields for 'Code' (set to 'FA'), 'Unit', 'Dept.' (empty), and 'ID' (empty). There are also sections for 'User Information' and 'Document State', and links for 'Browse' and 'Clear' at the bottom.

Populate the following fields:

- Enter your document department in the **Dept** field.
- Click **Auto Numbering** checkbox or manually enter your own **ID**.

Click Create.

This screenshot shows the 'Document Catalog' form after some data entry. The 'Dept.' field is now populated with '10A' and is highlighted with a red box. In the 'Other Options' section, the 'Auto Numbering' checkbox is checked and also highlighted with a red box. The 'Create' button at the bottom is also highlighted with a red box. The 'Code' field remains 'FA'.

The FA document pages opens.

## Header

Populate the following fields in the **General Information** tab:

- Auto Generate FA Number
- Fixed Asset Description

Click the **Responsibility Center** tab.

Fixed Asset Acquisition(FA) Dept: 10A ID: 20110406000000000051 Ver: 1 Function: New Phase: Draft Modified by kziemer, 04/06/2011

**Header**

**General Information** Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Complex / Building:

Auto Generate FA Number: ☒

Prefix:

Fixed Asset Number:

Fixed Asset Description:

Document Total: \$0.00

Final Asset Value: \$0.00

Event Type:

Memo Asset: ☐

Save Undo

Component	No. of Lines: 0	Fixed Asset Number: none	Component Number: none
Warranty	No. of Lines: 0	Fixed Asset Number: none	Component Number: none
Accounting	No. of Lines: 0	Accounting Line: none	Line Amount: none
Posting	No. of Lines: 0		

Copy Validate Submit Discard Print Processing Workflow File Close

Populate the following fields:

- Custodian—the entity responsible for the asset
- Fund
- Department
- Unit
- Location

Click the **Component** accordion bar.

The screenshot displays the 'Responsibility Center' tab in the Advantage 601 Fixed Assets software. The interface includes a header with tabs for General Information, Extended Doc Description, Responsibility Center, Composite Asset Information, Infrastructure Maintenance, and Document Information. A 'List View' button is located in the top right corner. The main area contains several input fields organized into three columns. The first column includes Accounting Template, Fund (013), Sub Fund, Department (10A), Unit (2013), Sub Unit, Appr Unit, Object, and Sub Object. The second column includes Revenue, Sub Revenue, Dept Object, Dept Revenue, Activity, Sub Activity, Function, Sub Function, Reporting, and Sub Reporting. The third column includes Task, Sub Task, Task Order, Major Program, Program, Phase, Program Period, Location (008), and Sub Location. Red boxes highlight the Custodian field (1023), the Fund field (013), the Department field (10A), the Unit field (2013), and the Location field (008). At the bottom, there is a 'Component' accordion bar with a 'Save' button and an 'Undo' button. The status bar at the very bottom shows 'No. of Lines: 0', 'Fixed Asset Number: none', and 'Component Number: none'.



## Component

The Component General Information tab opens. Click **Insert New Line**.

Header  
Component No. of Lines: 0 Fixed Asset Number: none Component Number: none

Fixed Asset Number	Component Number	Component Total	Units
From 0 to 0 Total: 0			

First Previous Next Last

List View

Component General Information Acquisition Details Component Location Details Component Classification Cost, Valuation & Depreciation FAPR Reference Internal Sale Details

Component Number:  Tag Number:

Commodity:  Base Asset: ☐

Units:  Description 1:

Unit of Measure:  Description 2:

Final Units:  Description 3:

Surface Area:  Description 4:

Statistical Units:  Description 5:

Statistical UOM:  Extended Description:

Manufacturer:  Asset Impairment:

Model Number:

Insert New Line Insert Copied Line Edit with Grid

Warranty	No. of Lines: 0	Fixed Asset Number: none	Component Number: none
Accounting	No. of Lines: 0	Accounting Line: none	Line Amount: none
Posting	No. of Lines: 0		

Populate the following fields:

- Component—Each component line should have a unique number (i.e. 0001, 0002)
- Commodity—Click the Pick List

**Choose**

[Browse](#) [Clear](#)

Commodity:  Name:

Fixed Asset:  Fixed Asset Type:

	Commodity	Name	Fixed Asset	Fixed Asset Type
<a href="#">Select</a>	65000	PARK, PLAYGROUND, RECREATIONAL AREA AND SWIMMING POOL EQUIPM	Yes	S
<a href="#">Select</a>	65012	Climbers, Playground	Yes	S
<a href="#">Select</a>	65018	Combination Sets, Playground	Yes	S
<a href="#">Select</a>	65038	Playground Equipment (Not Otherwise Classified) (See 420-04	Yes	S
<a href="#">Select</a>	65050	Safety Surfaces, Playground	Yes	S
<a href="#">Select</a>	65054	Seesaws, Playground	Yes	S
<a href="#">Select</a>	65060	Slides, Playground	Yes	S
<a href="#">Select</a>	65072	Swings, Playground	Yes	S
<a href="#">Select</a>	80522	Balls (Not Otherwise Classified): Medicine, Playground, Push	Yes	E
<a href="#">Select</a>	93165	Park, Playground, and Swimming Pool Equipment Maintenance an	No	

[Cancel](#) [First](#) [Prev](#) [Next](#) [Last](#)

- Units—enter the number of units you are acquiring
- Extended Document Description—this is used for reporting purposes. Provide additional information about the commodity/asset

Click the **Acquisition Details** tab.

Header

Component No. of Lines: 1 Fixed Asset Number: 20110000276 Component Number: 001

Fixed Asset Number	Component Number	Component Total	Units
20110000276	001	\$0.00	1.00000

From 1 to 1 Total: 1 [First](#) [Previous](#) [Next](#) [Last](#) [Go to line:](#)  [Go](#)

[List View](#)

**Component General Information** **Acquisition Details** [Component Location Details](#) [Component Classification](#) [Cost, Valuation & Depreciation](#) [FAPR Reference](#) [Internal Sale Details](#)

Component Number:  [Up](#) [Down](#)

Commodity:  [Up](#) [Down](#)

Units:  [Up](#) [Down](#)

Unit of Measure:  [Up](#) [Down](#)

Final Units:

Surface Area:

Statistical Units:

Statistical UOM:  [Up](#) [Down](#)

Manufacturer:

Model Number:

Tag Number:

Base Asset: ☒

Description 1:

Description 2:

Description 3:

Description 4:

Description 5:

Extended Description:

[Save](#) [Undo](#) [Insert New Line](#) [Insert Copied Line](#) [Edit with Grid](#)

Click the calendar icon to select the **Acquisition Date**.

Click the pick list for the **Acquisition Method** to select how the asset was acquired.

Choose

[Browse](#) [Clear](#)


Acquisition Disposition Method :  Acquisition Disposition Method Short Name :


	Acquisition/Disposition	Acquisition Disposition Method	Acquisition Disposition Method Short Name
<a href="#">Select</a>	Acquisition	C	Construct
<a href="#">Select</a>	Acquisition	D	Destroyed
<a href="#">Select</a>	Acquisition	G	G/B
<a href="#">Select</a>	Acquisition	L	Lease
<a href="#">Select</a>	Acquisition	M	L/P
<a href="#">Select</a>	Acquisition	O	Other
<a href="#">Select</a>	Acquisition	P	Purchase
<a href="#">Select</a>	Acquisition	R	Transfer
<a href="#">Select</a>	Acquisition	S	Sold
<a href="#">Select</a>	Acquisition	T	Trade

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

Click the **Component Location Details** tab.


Component General Information
Acquisition Details
Component Location Details
Component Classification
Cost, Valuation & Depreciation
FAPR Reference
Internal Sale Details

Acquisition Date: 04/07/2011 

Acquisition Method: T 

Purchasing Authority:

Memo Disposal Value: \$0.00

Vendor:  

Vendor Name:

Alias/DBA:

Click the pick list for the **Location** to select where the asset will be housed.

**Choose**

[Browse](#) [Clear](#)

Department :  Location :


Name :


	Department	Location	Name
<a href="#">Select</a>	10A	0000	SURPLUS EQUIPMENT
<a href="#">Select</a>	10A	0001	ACCOUNTS & CONTROL, 4RD FLOOR
<a href="#">Select</a>	10A	0002	COMPENSATORY EDUCATION
<a href="#">Select</a>	10A	0003	STUDENT ASSISTANCE TEAM/CONF
<a href="#">Select</a>	10A	0004	CERTIFICATION SUB-TEAM
<a href="#">Select</a>	10A	0005	TITLE V1/MIS TEAM
<a href="#">Select</a>	10A	0006	PERSONNEL
<a href="#">Select</a>	10A	0007	LEADERSHIP/RECEPTION
<a href="#">Select</a>	10A	0008	COMPUTER TRAINING CTR
<a href="#">Select</a>	10A	0009	CDS/SPECIAL SERVICES SUB-TEAM


[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

Click the **Component Classification** tab.

Component General Information | Acquisition Details | **Component Location Details** | **Component Classification** | Cost, Valuation & Depreciation | FAPR Reference | Internal Sale Details

Location: 0020 

Sub Location: 

Complex / Building: 

Populate the following fields:

- Fixed Asset Classification—Manually entered assets are usually entered as Adjustment
  - Contributed—the offset balance sheet update is to the Contributed Offset Balance Sheet Account defined by asset type (FATP)
  - Adjustment—the offset balance sheet update is to the Net Adjustment Asset BSA defined by the posting code. If you do not have reference information (PRC/AD), then select this option.
  - Memo—the balance sheet update is to the Memo Balance Sheet Account define by the asset type on FATP. (**NOTE:** Fixed Asset “memo” balances are carried forward from year to year until the asset is disposed, unlike the “memo” accounts on the BSA table that are temporary. Memo assets are not depreciated.)
  - Normal—only used on shell generated FA documents. Do not use this option if manually creating your FA document
- Fixed Asset Type—Click the pick list and select the best option

Choose

[Browse](#) [Clear](#)

Fixed Asset Type:  Fixed Asset Type Name:

Depreciation Indicator:  Asset BSA:

Asset Sub BSA:

Fixed Asset Type	Fixed Asset Type Name	Depreciation Indicator	Asset BSA	Asset Sub BSA
<a href="#">Select</a> B	Buildings	Yes	0112	
<a href="#">Select</a> C	Construction Work in Progress	No	0066	
<a href="#">Select</a> D	Heavy Duty Equip	Yes	0114	
<a href="#">Select</a> E	Equipment And Furniture	Yes	0115	
<a href="#">Select</a> H	Historical Treasures & Art	No	0115	
<a href="#">Select</a> I	Improvements	Yes	0119	
<a href="#">Select</a> L	Land	No	0110	
<a href="#">Select</a> Q	Shop Equipment	Yes	0115	
<a href="#">Select</a> S	Infrastructure	Yes	0115	
<a href="#">Select</a> T	Intangibles	Yes	0118	

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

- Fixed Asset Group—Click the pick list and select the best option

Choose

[Browse](#) [Clear](#)

Fixed Asset Group:  Fixed Asset Group Name:

Fixed Asset Type:  Fixed Asset Group Class:

Fixed Asset Group Category:

Fixed Asset Group	Fixed Asset Group Name	Fixed Asset Type	Fixed Asset Group Class	Fixed Asset Group Category
<a href="#">Select</a> 0304	Audio Equipment	E	030	
<a href="#">Select</a> 0306	Cabinets, Metal Office	E	030	
<a href="#">Select</a> 0308	Cabinets, Wood	E	030	
<a href="#">Select</a> 0310	Calculators, Desk	E	030	
<a href="#">Select</a> 0312	Calculators, Portable	E	030	
<a href="#">Select</a> 0314	Cameras	E	030	
<a href="#">Select</a> 0316	Cutter, Paper	E	030	
<a href="#">Select</a> 0318	Fax Machines	E	030	
<a href="#">Select</a> 0320	Film Viewers & Accessories	E	030	
<a href="#">Select</a> 0322	Furniture, Office & Institute	E	030	

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

- Use Life—enter the expected life of the asset
- In-Service Date—if you plan to depreciate your asset, then populate this date

Click the **Cost, Valuation & Depreciation** tab.

Component General Information | Acquisition Details | Component Location Details | **Component Classification** | **Cost, Valuation & Depreciation** | FAPR Reference | Internal Sale Details

Fixed Asset Classification: Adjustment

Fixed Asset Catalog: [icon]

Fixed Asset Type: E [icon]

Fixed Asset Group: 5110 [icon]

Useful Life: 8

In Service Date: 4/7/2011 [icon]

BSA: 0115

Sub BSA: 0399

Sub OBSA: 0120

Accum Depr BSA: 0120

Accum Depr Sub BSA:

Populate the following fields:

- Depreciation Method—select Straight Line. For those departments who do not use Advantage to depreciate their assets, please select “Manually Computed”.
- Depreciation Structure—select Funding Line. For those departments who do not use Advantage to depreciate their assets, please select “Not Applicable”.

Click the **Warranty** accordion bar, if needed.

Header: Component No. of Lines: 1 Fixed Asset Number: 20110000278 Component Number: 001

Fixed Asset Number	Component Number	Component Total	Units
20110000278	001	\$0.00	1.00000

From 1 to 1 Total: 1

Component General Information | Acquisition Details | Component Location Details | Component Classification | **Cost, Valuation & Depreciation** | FAPR Reference | Internal Sale Details

Closing Costs: \$0.00

Salvage Value: \$0.00

Valuation Date: [icon]

Valuation Amount: [icon]

Replacement Date: [icon]

Component Total: \$0.00

Final Component Value: \$0.00

Depreciation Method: Straight Line

Depreciation Structure: Funding Line

Save Undo Insert New Line Insert Copied Line Edit with Grid

Warranty No. of Lines: 0 Fixed Asset Number: none Component Number: none

Accounting No. of Lines: 0 Accounting Line: none Line Amount: none

The Warranty section of the FA document tracks the warranty of an asset. The State of Maine will not be using this at Go Live but may implement it at a later date.

Click the **Accounting** accordion bar.

Warranty No. of Lines: 0 Fixed Asset Number: none Component Number: none

Fixed Asset Number	Component Number	FA Warranty Number	Warranty Start Date	Warranty Expiration Date
From 0 to 0 Total: 0				

Warranty

FA Warranty Type: [icon]

Warranty Agreement Number: [icon]

Warranty Description: [icon]

Warranty Years: [icon]

Warranty Months: [icon]

Warranty Start Date: [icon]

Warranty Expiration Date: [icon]

Warranty Vendor Code: [icon]

Warranty Vendor Name: [icon]

Warranty Address ID: [icon]

Warranty Address 1: [icon]

Warranty Address 2: [icon]

Warranty City: [icon]

Warranty State Code: [icon]

Warranty State: [icon]

Warranty Zip Code: [icon]

Insert New Line Insert Copied Line Edit with Grid

Accounting No. of Lines: 0 Accounting Line: none Line Amount: none

## Accounting

The Accounting General Information tab opens. Click **Insert New Line**.

The screenshot shows the 'Accounting' window with the 'General Information' tab selected. The 'Insert New Line' button is highlighted with a red box. The window displays various fields for entering accounting information, including Event Type, Accounting Template, Line Description, Line Amount, Internal Sale Gain/Loss Amount, Historic Asset Cost, Accum Depr Amount, Budget FY, Fiscal Year, Period, Funding Fiscal Year, Funding Budget FY, and Responsibility Center Posting.

Populate the following fields:

- Line Amount—This is the value of the asset
- Funding Fiscal Year— The Fiscal Year associated with the funding used to acquire an asset. For non-Normal assets, this is usually the fiscal year of the accounting line.
- Funding Budget FY— The Budget Fiscal Year associated with the funding used to acquire an asset. For non-Normal assets, this is usually the fiscal year of the accounting line.

Click the **Fund Accounting** tab.

The screenshot shows the 'Accounting' window with the 'Fund Accounting' tab selected. The 'Funding Fiscal Year' and 'Funding Budget FY' fields are highlighted with red boxes. The 'Line Amount' field is also highlighted with a red box. The window displays various fields for entering accounting information, including Event Type, Accounting Template, Line Description, Line Amount, Internal Sale Gain/Loss Amount, Historic Asset Cost, Accum Depr Amount, Budget FY, Fiscal Year, Period, Funding Fiscal Year, Funding Budget FY, and Responsibility Center Posting.

If you have more than one funding source (i.e. federal and general), enter multiple accounting lines for each source. Unlike manual FAs, shells are created with the two lines automatically.

Populate the following fields:

- Fund
- Department
- Unit
- Sub Unit –a combination of the Unit and Sub Unit will infer the Appropriation Unit (Appr Unit)

Click the **Posting** accordion bar.

The screenshot shows the 'Accounting' form with the following details:

- Accounting Line:** 1
- Line Amount:** \$5,250.00
- Event Type:** FA01
- Responsibility Center Posting:** No

The **Fund Accounting** section contains the following fields:

- Fund:** 010
- Sub Fund:**
- Department:** 14A
- Unit:** 2171
- Sub Unit:** 02
- Appr Unit:** 012102
- Object:**
- Sub Object:**
- Revenue:**
- Sub Revenue:**
- BSA:**
- Sub BSA:**
- OBSA:**
- Sub OBSA:**
- Pending BSA:**
- Pending Sub BSA:**
- Dept Object:**
- Dept Revenue:**

The **Posting** section at the bottom is highlighted with a red box, showing 'No. of Lines: 2'.

There is no user entry on the Posting section of the document. The user should review this section to ensure that the debits/credits posted to the appropriate accounts. Click **Validate** and **Submit** the document.

The screenshot shows the 'Posting' section of the 'Accounting' form with the following details:

- Accounting Line:** 1
- Line Amount:** \$5,250.00

The **Posting** section shows two lines of posting:

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Non-Standard	F011	Contr to FA	\$0.00	\$5,250.00
2	Non-Standard	F002	Fixed Asset	\$5,250.00	\$0.00

The **Validate** and **Submit** buttons at the bottom are highlighted with a red box.

**NOTE:** Fixed Asset Acquisition (FA) documents cannot be modified once they are submitted. To modify an FA document, the user must create one of the fixed asset adjustment documents and enter the Fixed Asset Number to be changed. Adjustment documents will be discussed in later sections.



### 3 – Fixed Asset Betterment (FA) – FA02

The State betterments fixed assets through hardware upgrades, the purchase of equipment accessories, and the renovation or expansion of existing real property. Examples include the purchase of a snow plow for an existing Transportation truck or a hard drive for a computer. Significant betterments are tracked as capital assets by the State. The betterment refers to the addition or improvements to existing recorded assets.

The Fixed Asset Betterment (FA) document allows improved functionality for betterments. A betterment can be entered and tracked independently of other betterments or with the original asset. Betterments allow the cost and salvage value of the betterment to be allocated to its own funding sources, independent of the original asset. Most importantly though, Advantage allows for the tracking of utility and acquisition dates for individual betterments.

**NOTE:** If a converted asset has a useful life of zero in the Header record, a betterment cannot be processed to that asset without first processing an FM document. Enter a useful life on the FM document, and then process the Betterment.

To process a betterment to an existing fixed asset:

- Create a new FA document or update the generated shell
- Change the Event type from FA01 to FA02
- Use the pick list to select the appropriate **Fixed Asset Number**
- **Save** the FA document. All asset header fields will be inferred from the Fixed Asset Registry (FAR) table based on the asset's **Fixed Asset Number**

Fixed Asset Acquisition(FA) Dept: 10A ID: 20110407000000000052 Ver: 1 Function: New Phase: Draft Modified by kziemer, 04/07/2011

**Header**

General Information Extended Doc Description Responsibility Center Composite Asset Information Infrastructure Maintenance Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Complex / Building:

Auto Generate FA Number: ☐

Prefix:

**Fixed Asset Number:** 00000000009911

Fixed Asset Description: RXI ELECTRONICS X-RAY METERPMX

Document Total: \$5,500.00

Final Asset Value: \$11,200.00

**Event Type:** FA02





Memo Asset: ☐

Save Undo

Component	No. of Lines	Fixed Asset Number	Component Number
Warranty	No. of Lines: 0	Fixed Asset Number: none	Component Number: none
Accounting	No. of Lines: 1	Accounting Line: 1	Line Amount: \$5,500.00
Posting	No. of Lines: 0		

Copy Validate Submit Discard Print Processing Workflow File Close


- You must add a unique **Component Number** for each new Component Line processed as a betterment to an existing asset. Click the Pick List to select the Component number and increment by 1. Therefore, if the most recent component number is 0011, then enter 0012.
- A Component is similar to the commodity line on an accounting document. It identifies the commodity-based elements that comprise the fixed asset. The new component is added through the **Component** page under the **General Information** subsection by clicking **Insert New Line**. Each new component is subject to the standard field requirements necessary to describe the attributes associated with the new component, as well as a separate accounting distribution added as accounting lines on the **Accounting** page. Refer to the Completing the FA shell document or Create an FA document Manually sections for more information about submitting an FA document.


Component				
No. of Lines: 2 Fixed Asset Number: Component Number: 0002				
Fixed Asset Number	Component Number	Component Total	Units	
000000000009911	0001	\$5,500.00	1.00000	 
	0002		1.00000	 

From 1 to 2 Total: 2 First Previous Next Last Go to line:  Go


List View

**Component General Information** Acquisition Details Component Location Details Component Classification Cost, Valuation & Depreciation FAPR Reference Internal Sale Details

Component Number:  

Commodity:  


Units:

Unit of Measure:  

Final Units:

Surface Area:

Statistical Units:

Statistical UOM:  

Manufacturer:

Tag Number:

Base Asset: ☐

Description 1:

Description 2:

Description 3:

Description 4:

Description 5:

Extended Description:

## Approval

For Fixed Asset Betterments, department approval is required.

## 4 – Fixed Asset Adjustments

The Property Officer is notified of the change to a fixed asset and verifies the need for the change. There are several changes that can occur, which results in the creation of a specific document.

The following documents are fixed asset adjustment documents:

- Adjust the Value (FI)—requires department approval
- Modify the Fixed Asset Information (FM)—Surplus approves if the Location field is 0000 or 9999
- Change in Type of Fixed Asset (FX) —requires department approval
- Adjust the Price (FP)—requires department and OSC approval.

All adjustment documents are generated by accessing the Fixed Asset workspace. Once you select the link to the adjustment document you would like to create, you are transitioned to the Document Catalog page.



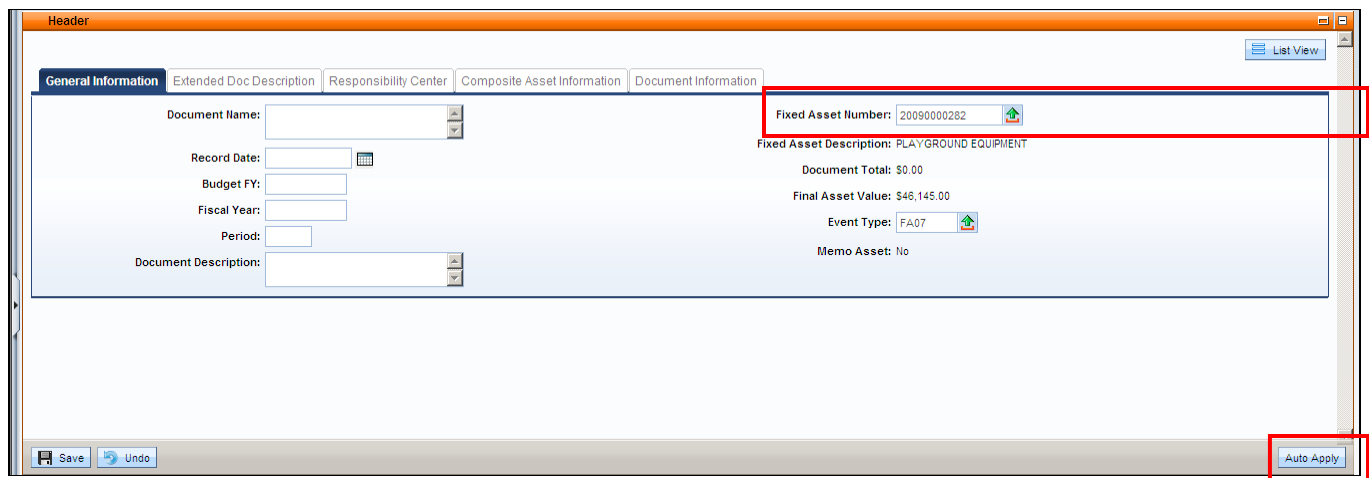
The screenshot shows the 'Fixed Assets' workspace. On the left, a sidebar contains several menu items: 'Fixed Assets', 'Save All', 'Close', 'Reference Tables', 'View Status', 'Acquisition', 'Modification' (highlighted with a red box), 'Value', 'Descriptive Info', 'Depreciation', 'Removal', and 'Fixed Asset Construction'. The main area is titled 'Modification' and contains the following sections:

- Modify an existing fixed asset.**
- Value:** Manually increase/decrease a fixed asset's value or reallocate a fixed assets value to a different accounting line. Link: [Fixed Asset Increase/Decrease Document](#)
- Descriptive Info:** Change descriptive, or non-accounting, attributes of a fixed asset or change the fixed asset type (changes that do not affect a fixed asset's value). Links: [Fixed Asset Modification Document](#), [Fixed Asset Type Change Document](#)
- Depreciation:** Manually adjust Depreciation on a Fixed Asset. Link: [Fixed Asset Depreciation](#)

### Auto Apply button

When creating fixed asset adjustment documents, always use the Auto Apply button since it carries forward information from the original FA document.

From the Header section **General Information** tab, populate the **Fixed Asset Number** field. Click the **Auto Apply** button. You will notice that many of the fields are now populated.



The screenshot shows the 'Header' section of the Fixed Asset workspace. The 'General Information' tab is selected. The 'Fixed Asset Number' field is highlighted with a red box and contains the value '20090000282'. Below it, the 'Fixed Asset Description' is 'PLAYGROUND EQUIPMENT'. Other fields include 'Document Name', 'Record Date', 'Budget FY', 'Fiscal Year', 'Period', 'Document Description', 'Document Total: \$0.00', 'Final Asset Value: \$46,145.00', 'Event Type: FA07', and 'Memo Asset: No'. At the bottom right, the 'Auto Apply' button is highlighted with a red box. The bottom left contains 'Save' and 'Undo' buttons.

## Adjust the Value (FI) of the Asset

The Fixed Asset Increase/Decrease (FI) document code is used to record accounting adjustments (increases or decreases) to an existing asset's accounting lines. Adjustments may be necessary to account for additional expenditures, accounting adjustments or accounting reclassifications related to the expense recorded for a specific asset. Any existing line may be increased or decreased by entering a positive or negative dollar amount. New lines may be introduced and existing lines decreased to zero.

The user can either increase or decrease the value of the asset in the Accounting section. If it is a decrease, enter in a negative amount, i.e. -300. The system will automatically put parentheses around the amount if it is a negative amount.

**NOTE:** For manually created FI documents (other than Construction-In-Progress), the user can enter the payment document identifier information in the Reference section for audit trail.

### *Creating the FI document*

Follow the steps as discussed in the Auto Apply section. Once you have entered the Fixed Asset Number and clicked Auto Apply, navigate to the Accounting line.

Enter the change in value of the asset in the **Line Amount** field.

Click the **Header** accordion bar.

Fixed Asset Increase/Decrease(FI) Dept: 10A ID: 20110407000000000008 Ver.: 1 Function: New Phase: Draft Modified by: kziemer, 04/07/2011

**Header**

Component No. of Lines: 1 Fixed Asset Number: 20090000282 Component Number: 0001

**Accounting** No. of Lines: 1 Accounting Line: 1 Line Amount: \$0.00

Accounting Line	Line Amount	Event Type	Responsibility Center Posting
1	\$0.00	FA07	No

From 1 to 1 Total: 1

**General Information** References Fund Accounting Detail Accounting

Event Type: FA07 Budget FY:

Accounting Template:  Fiscal Year:

Line Description:  Period:

Funding Fiscal Year: 2009

Funding Budget FY: 2009

Line Amount: -300 Responsibility Center Posting: No

Save Undo Insert New Line Insert Copied Line

Posting No. of Lines: 0 Posting Line: none

Copy Validate Submit Discard Print Processing Workflow File Close

Notice the total value of the asset has been changed. In this example, the Fixed Asset Value prior to creating the FI document was \$46,145. With the \$300 decrease in value, the asset is now valued at \$45, 845.

**Validate** and **Submit** the document.

Fixed Asset Increase/Decrease(FI) Dept: 10A ID: 20110407000000000008 Ver.: 1 Function: New Phase: Draft Modified by kziemer, 04/07/2011

**Header**

**General Information** Extended Doc Description Responsibility Center Composite Asset Information Document Information

Document Name: Fixed Asset Number: 20090000282  
Record Date: Fixed Asset Description: PLAYGROUND EQUIPMENT  
Budget FY: Document Total: (\$300.00)  
Fiscal Year: Final Asset Value: \$45,845.00  
Period: Event Type: FA07  
Document Description: Memo Asset: No

Save Undo Auto Apply

Component	No. of Lines: 1	Fixed Asset Number: 20090000282	Component Number: 0001
Accounting	No. of Lines: 1	Accounting Line: 1	Line Amount: (\$300.00)
Posting	No. of Lines: 1	Posting Line: 1	

Copy Validate Submit Discard Print Processing Workflow File Close

## Modifying incorrect fund accounting information

If the fund accounting information is incorrect for a fixed asset, you can process an FI document with two accounting lines to correct it.

1. Search the Fixed Asset Registry Accounting (FARACTG) table to see if the asset has already been depreciated. Use the **Fixed Asset Number** and **Department** as search criteria.
2. View the **Net Book Value**. This will be the amount you enter on your FI document.

Fixed Asset Registry Accounting		
Fixed Asset Number	Component Number	Accounting Line Amount
✓ 20110000043	1	\$8,261.20
First Prev Next Last		
<a href="#">Search</a>		
<b>General Information</b>		
Fixed Asset Number :	20110000043	Accumulated Depreciation : \$312.33
Component Number :	1	<b>Net Book Value : \$7,948.87</b>
Accounting Line Amount :	\$8,261.20	Selling Price : \$0.00
		Historic Asset Cost : \$8,261.20
<b>Fund Accounting</b>		
Funding AFY :	2010	Object : 6782
Funding BFY :	2010	Sub Object :
Fund :	013	Revenue :
Sub Fund :		Sub Revenue :
Department :	10A	Dept Object :
Unit :	2125	Dept Revenue :
Sub Unit :	01	General Capital Assets(GCA) Fund : <input checked="" type="checkbox"/>
Appr Unit :	019101	Responsibility Center Posting : <input type="checkbox"/>
<b>Detail Accounting</b>		
Location :	Reporting :	Major Program : UNHS
Sub Location :	Sub Reporting :	Program : UNHS9
Activity :	Task :	Phase :
Sub Activity :	Sub Task :	Program Period : DFLT1
Function :	Task Order :	
Sub Function :		
<b>Document Reference</b>		
<a href="#">Top</a>		
<a href="#">Fixed Asset Registry Header</a> <a href="#">Fixed Asset Registry Component</a>		

- Enter a negative accounting line with the current asset value and incorrect accounting information

*1<sup>st</sup> accounting line with negative amount*

Fixed Asset Increase/Decrease(FI) Dept: 10A ID: 20110000043 Ver.: 1 Function: New Phase: Draft Modified by kziemer, 05/05/2011

Header				
Component	No. of Lines: 1	Fixed Asset Number: 20110000043	Component Number: 1	
Accounting				
	No. of Lines: 1	Accounting Line: 1	Line Amount: (\$7,948.87)	
Accounting Line	Line Amount	Event Type	Responsibility Center Posting	
1	(\$7,948.87)	FA07	No	
From 1 to 1 Total: 1				

General Information References Fund Accounting Detail Accounting

Event Type: FA07 Budget FY:   
 Accounting Template:  Fiscal Year:   
 Line Description:  Period:   
 Funding Fiscal Year: 2010  
 Funding Budget FY: 2010  
 Responsibility Center Posting: No

Line Amount: (\$7,948.87)

*1<sup>st</sup> accounting line with incorrect fund accounting information*

Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: (\$7,948.87)

Accounting Line	Line Amount	Event Type	Responsibility Center Posting
1	(\$7,948.87)	FA07	No
From 1 to 1 Total: 1			

General Information References **Fund Accounting** Detail Accounting

Fund: 013 Object: 6782 OBSA:   
 Sub Fund:  Sub Object:  Sub OBSA:   
 Department: 10A Revenue:  Pending BSA:   
 Unit: 2125 Sub Revenue:  Pending Sub BSA:   
 Sub Unit: 01 BSA:  Dept Object:   
 Appr Unit: 019101 Sub BSA:  Dept Revenue:

Save Undo Insert New Line Insert Copied Line

- Enter a positive accounting line with same asset value and correct accounting information.

**NOTE:** Use the copy icon and **Insert Copied Line** buttons to easily add a 2<sup>nd</sup> accounting line.

*2<sup>nd</sup> accounting line with negative amount*

The screenshot shows the 'Accounting' window with the following details:

- Accounting Line Table:**

Accounting Line	Line Amount	Event Type	Responsibility Center Posting
1	(\$7,948.87) FA07	No	
0	(\$7,948.87)	No	
- General Information Tab:**
  - Event Type: [Empty]
  - Accounting Template: [Empty]
  - Line Description: [Empty]
  - Line Amount: 7,948.87 (highlighted with a red box)
  - Budget FY: [Empty]
  - Fiscal Year: [Empty]
  - Period: [Empty]
  - Funding Fiscal Year: 2010
  - Funding Budget FY: 2010
  - Responsibility Center Posting: No
- Buttons:** Save, Undo, Insert New Line, and Insert Copied Line (highlighted with a red box).

*2<sup>nd</sup> accounting line with correct fund accounting information*

The screenshot shows the 'Accounting' window with the following details:

- Accounting Line Table:**

Accounting Line	Line Amount	Event Type	Responsibility Center Posting
1	(\$7,948.87) FA07	No	
2	\$7,948.87 FA07	No	
- Fund Accounting Tab:**
  - Fund: 013
  - Sub Fund: [Empty]
  - Department: 10A
  - Unit: 1000 (highlighted with a red box)
  - Sub Unit: 01 (highlighted with a red box)
  - Appr Unit: [Empty]
  - Object: 6782
  - Sub Object: [Empty]
  - Revenue: [Empty]
  - Sub Revenue: [Empty]
  - BSA: [Empty]
  - Sub BSA: [Empty]
  - OBSA: [Empty]
  - Sub OBSA: [Empty]
  - Pending BSA: [Empty]
  - Pending Sub BSA: [Empty]
  - Dept Object: [Empty]
  - Dept Revenue: [Empty]
- Callout Box:** A red box with an arrow pointing to the Unit and Sub Unit fields, containing the text: "The Unit and Sub Unit fields (and Appr Unit indirectly) have been modified."
- Buttons:** Save, Undo, Insert New Line, and Insert Copied Line.

- Validate** and **Submit** the FI document.



- View the FARACTG table again (once the document has been approved) to notice that two records exist for this fixed asset number. One record is for the incorrect accounting codes and the other is for the correct accounting codes.

This amount (\$312.33) was already depreciated under the initial accounting code string.

*1<sup>st</sup> record on FARACTG with the incorrect accounting codes*

Fixed Asset Registry Accounting		
Fixed Asset Number	Component Number	Accounting Line Amount
✓ 20110000043	1	\$312.33
20110000043	1	\$7,948.87

First Prev Next Last

---

[Search](#)

▼ General Information

Fixed Asset Number :	20110000043	Accumulated Depreciation :	\$312.33
Component Number :	1	Net Book Value :	\$0.00
Accounting Line Amount :	\$312.33	Selling Price :	\$0.00
		Historic Asset Cost :	\$312.33

▼ Fund Accounting

Funding AFY :	2010	Object :	6782
Funding BFY :	2010	Sub Object :	
Fund :	013	Revenue :	
Sub Fund :		Sub Revenue :	
Department :	10A	Dept Object :	
Unit :	2125	Dept Revenue :	
Sub Unit :	01	General Capital Assets(GCA) Fund :	<input checked="" type="checkbox"/>
Appr Unit :	019101	Responsibility Center Posting :	<input type="checkbox"/>

► Detail Accounting

► Document Reference

This amount reflects the net book value of the asset that remains after depreciation under the initial accounting string.

*2<sup>nd</sup> record on FARACTG with the correct accounting codes*

Fixed Asset Registry Accounting		
Fixed Asset Number	Component Number	Accounting Line Amount
20110000043	1	\$312.33
✓ 20110000043	1	\$7,948.87

First Prev Next Last

---

[Search](#)

▼ General Information

Fixed Asset Number :	20110000043	Accumulated Depreciation :	\$0.00
Component Number :	1	Net Book Value :	\$7,948.87
Accounting Line Amount :	\$7,948.87	Selling Price :	\$0.00
		Historic Asset Cost :	\$7,948.87

▼ Fund Accounting

Funding AFY :	2010	Object :	6782
Funding BFY :	2010	Sub Object :	
Fund :	013	Revenue :	
Sub Fund :		Sub Revenue :	
Department :	10A	Dept Object :	
Unit :	1000	Dept Revenue :	
Sub Unit :	01	General Capital Assets(GCA) Fund :	<input checked="" type="checkbox"/>
Appr Unit :	014201	Responsibility Center Posting :	<input type="checkbox"/>

► Detail Accounting

► Document Reference

## Modify the Fixed Asset information (FM)

The Fixed Asset Modification (FM) document is used to change descriptive fixed asset information only.

The capabilities of the FM document are:

- Adjust the Location. You can adjust the location, as long as it remains in the same department. Also, use the field to notify Surplus that an asset is available for sale by changing the Location field to either 0000 or 9999. This will workflow to Surplus.

Fixed Asset Modification(FM) Dept: 10A ID: 2011040700000000271 Ver.: 1 Function: New Phase: Draft Modified by: kzeimer, 04/07/2011

Header  
Component No. of Lines: 1 Fixed Asset Number: 20110000275 Component Number: 0001

Fixed Asset Number	Component Number	Units
20110000275	0001	1.00000

From 1 to 1 Total: 1

Component General Information Acquisition Details **Component Location / Condition** Component Classification Cost, Valuation & Depreciation

Location: 0008 Sub Location: Complex / Building: Condition: 1 Last Inventory Date: 04/06/2011

New Location: 0006 New Sub Location: New Complex/Building: New Condition: New Inventory Date:

- Increase useful life. This value has no accounting impact on the document but will be reflected during the Mass Depreciation process.

Component General Information Acquisition Details Component Location / Condition **Component Classification** Cost, Valuation & Depreciation

Fixed Asset Classification: Normal Fixed Asset Catalog: Fixed Asset Type: E Fixed Asset Group: 0386 Useful Life: 3 In Service Date:

New Fixed Asset Catalog: New Fixed Asset Group: New Useful Life: 4 New In Service Date:

- The FM document may be used to record the replacement value of a fixed asset. The replacement value (Valuation Amount) can be recorded through two different documents—the FA and the FM.

Component General Information Acquisition Details Component Location / Condition Component Classification **Cost, Valuation & Depreciation**

Closing Costs: \$0.00 Salvage Value: \$0.00 Valuation Date: Valuation Amount: \$0.00 Replacement Date: Depreciation Method: Straight Line Depreciation Structure: Funding Line

New Closing Costs: New Salvage Value: New Valuation Date: New Valuation Amount: New Replacement Date: New Depreciation Method: New Depreciation Structure:

The FM document is also used to change composite asset information; only the Header section is modified. You can confirm the changes were made on the Fixed Asset Registry Component (FARCOMP) table.

Fixed Asset Modification (FM) | Dept: 10A | ID: 20110407000000000271 | Ver.: 1 | Function: New | Phase: Draft | Modified by: Lerner, 04/07/2011

Header

General Information | Extended Doc Description | Responsibility Center | **Composite Asset Information** | Maintenance | Document Information

Composite Asset: Yes

Fixed Asset Catalog: [Field]

Fixed Asset Type: 6

Fixed Asset Group: 0306

Depreciation Method: Straight Line

Useful Life: 3

Acquisition Date: 04/06/2011

In Service Date: [Field]

Depreciation Structure: Funding Line

Valuation Date: [Field]

Summary Valuation Amount: \$0.00

Summary Salvage Value: \$0.00

Asset Impairment: [Field]

New Fixed Asset Catalog: [Field]

New Fixed Asset Group: [Field]

New Depreciation Method: [Field]

New Useful Life: [Field]

New Acquisition Date: [Field]

New In Service Date: [Field]

New Depreciation Structure: [Field]

New Valuation Date: [Field]

New Valuation Amount: [Field]

New Salvage Value: [Field]

New Asset Impairment: [Field]

New Complex/Building: [Field]

Save | Undo | Auto Apply

Additionally there are several new fields on the FM document, which comply with the General Accounting Standards Board (GASB). They are the following:

- Statistical Unit—defines the numerical value of an asset component for the purposes of supporting the reporting of fixed assets on financial statements. On FA documents, this field is automatically blank.
- Statistical UOM (Unit of Measure)—unit of measure associated with the asset component, for example acres or square feet.
- Asset Impairment—once this field is populated, it cannot be returned to blank

Component | No. of Lines: 1 | Fixed Asset Number: 20110000275 | Component Number: 0001

Fixed Asset Number	Component Number	Units
20110000275	0001	1.00000

From 1 to 1 Total: 1 | First | Previous | Next | Last | Go to line: [Field] | Go

List View

Component General Information | Acquisition Details | Component Location / Condition | Component Classification | Cost, Valuation & Depreciation

Component Number: 0001

Commodity: 60003

Units: 1.00000

Unit of Measure: EA

Surface Area: [Field]

Statistical Units: [Field]

Statistical UOM: [Field]

Manufacturer: [Field]

Model Number: [Field]

Plat Number: [Field]

Serial Number: [Field]

Tag Number: [Field]

Base Asset: Yes

Description 1: [Field]

Description 2: [Field]

Description 3: [Field]

Description 4: [Field]

Description 5: [Field]

Extended Description: [Field]

Asset Impairment: [Field]

New Commodity: [Field]

New Units: [Field]

New Unit of Measure: [Field]

New Surface Area: [Field]

New Statistical Units: [Field]

New Statistical UOM: [Field]

New Manufacturer: [Field]

New Model Number: [Field]

New Plat Number: [Field]

New Serial Number: [Field]

New Tag Number: [Field]

New Base Asset: [Field]

New Description 1: [Field]

New Description 2: [Field]

New Description 3: [Field]

New Description 4: [Field]

New Description 5: [Field]

New Extended Description: [Field]

New Asset Impairment: [Field]

Save | Undo | Insert New Line | Insert Copied Line | Edit with Grid

## Creating the FM document

Follow the steps as discussed in the Auto Apply section. Once you have entered the Fixed Asset Number and clicked Auto Apply, navigate to the **Composite Asset Information** tab.

Change the life span of the composite asset in the **New Useful Life** field.

**Validate** and **Submit** the document.

The screenshot shows the 'Fixed Asset Modification (FM)' window. The 'Composite Asset Information' tab is selected. The 'New Useful Life' field is set to 4 and is highlighted with a red box. Below the main form, the 'Validate' and 'Submit' buttons are highlighted with a red box. The window includes a header with document details, a tabbed interface, and a bottom toolbar with various action buttons.

Header: Fixed Asset Modification(FM) Dept: 10A ID: 2011040700000000271 Ver.: 1 Function: New Phase: Draft Modified by: kziemer, 04/07/2011

Header: General Information Extended Doc Description Responsibility Center **Composite Asset Information** Maintenance Document Information

Composite Asset: Yes  
Fixed Asset Catalog:  
Fixed Asset Type: E  
Fixed Asset Group: 0386  
Depreciation Method: Straight Line  
Useful Life: 3  
Acquisition Date: 04/06/2011  
In Service Date:  
Depreciation Structure: Funding Line  
Valuation Date:  
Summary Valuation Amount: \$0.00  
Summary Salvage Value: \$0.00  
Asset Impairment:

New Fixed Asset Catalog:  
New Fixed Asset Group:  
New Depreciation Method:  
**New Useful Life: 4**  
New Acquisition Date:  
New In Service Date:  
New Depreciation Structure:  
New Valuation Date:  
New Valuation Amount:  
New Salvage Value:  
New Asset Impairment:  
New Complex/Building:

Save Undo Auto Apply

Component No. of Lines: 1 Fixed Asset Number: 20110000275 Component Number: 0001

Copy Validate Submit Discard Print Processing Workflow File Close

## Adjust the Type Change (FX)

There are situations in which assets that have been defined as one Asset Type (for example, Construction-in-Progress) need to be redefined as another Asset Type. To modify the Asset Type, of a specific asset, the Fixed Asset Type Change (FX) document code is processed with the default Event Type (FA08). The FX document can only be used to change the asset type of non-memo assets that have not been previously depreciated. Once an asset is depreciated, the Asset Type may not be changed. The processing of FX documents is appropriate to correct the Asset Type of an asset that was incorrectly entered, or to reclassify an asset from an Asset Type that is not subject to depreciation to a depreciable Asset Type.

For example, the typical use of the FX is to change the Asset Type of records associated with a construction project from Construction in Progress to Buildings, Infrastructure, or some other depreciable asset type. During the construction phase, payments are capitalized as Construction-in-Progress assets. Once the construction project is substantially complete, you can reclassify the Construction-in-Progress balance using the Fixed Asset Type Change (FX).

### Creating the FX document

Follow the steps as discussed in the Auto Apply section. Once you have entered the Fixed Asset Number and clicked Auto Apply, navigate to the **Composite Asset Information** tab.

For composite assets, change the fixed asset type on the Header line in the **New Fixed Asset Type** field. Otherwise use the **New Fixed Asset Type** field on the Component line **Asset Type Change Detail** tab.

When changing the fixed asset type, also adjust the **New Fixed Asset Group**.

**Validate and Submit the document.**

Fixed Asset Type Change (FX) | Dept: 04A | ID: 20110407000000000006 | Ver: 1 | Function: New | Phase: Final | Modified by: kziemer, 04/07/2011

**Header**

General Information | Extended Doc Description | Responsibility Center | **Composite Asset Information** | Infrastructure Maintenance | Document Information

Composite Asset: Yes

Fixed Asset Catalog:

Fixed Asset Type: C

Fixed Asset Group: 1500

Depreciation Method: Not Applicable

Useful Life: 0

Asset Impairment:

Acquisition Date: 05/14/2003

In Service Date:

Depreciation Structure: Not Applicable

Valuation Date:

Summary Valuation Amount: \$0.00

Summary Salvage Value: \$0.00

New Fixed Asset Catalog:

New Fixed Asset Type: I

New Fixed Asset Group: 4510

New Depreciation Method: Straight Line

New Useful Life: 10

New In Service Date: 04/07/2011

New Depreciation Structure: Funding Line

New Salvage Value:

Auto Apply

Component	Fixed Asset Number: 000000000053632	Component Number: 0001
Accounting	No. of Lines: 1   Accounting Line: 1	Line Amount: \$15,360.00
Posting	No. of Lines: 2   Posting Line: 1	

Notice the current asset classification information is displayed in the **Component Classification** tab.

Component				
Fixed Asset Number: 00000000053632 Component Number: 0001				
Fixed Asset Number	Component Number	Component Total	Units	
00000000053632	0001	\$15,360.00	1.00000	
00000000053632	0002	\$12,361.70	1.00000	
00000000053632	0003	\$17,339.00	1.00000	
00000000053632	0004	\$12,974.01	1.00000	

From 1 to 4 Total: 4 First Previous Next Last Go to line:  Go

[Tab View](#)

Component General Information

Component Number:

Commodity: 91200

Units: 1.00000

Unit of Measure: EA

Surface Area: 0

Statistical Units:

Statistical UOM:

Manufacturer:

Model Number:

Plat Number:

Serial Number:

Tag Number:

Base Asset: Yes

Description 1: NONE

Description 2:

Description 3:

Description 4:

Description 5:

Extended Description:

Asset Impairment:

Acquisition Details

Acquisition Date: 05/14/2003

Acquisition Method: P

Purchasing Authority: PONC021302

Memo Disposal Value: \$0.00

Vendor: VC1000059585

Vendor Name: MARK GRAY

Alias/DBA: JAMM

Component Location Details

Location: C050

Sub Location:

Complex / Building:

Component Classification

Fixed Asset Classification: Adjustment

Fixed Asset Catalog:

Fixed Asset Type: C

Fixed Asset Group: 1500

Useful Life: 0

In Service Date:

BSA: 0119

Sub BSA:

OBSA: 0391

Sub OBSA:

Accum Depr BSA:

Accum Depr Sub BSA:

Cost, Valuation & Depreciation

Closing Costs: \$0.00

Salvage Value: \$0.00

Valuation Date:

Valuation Amount: \$0.00

Replacement Date:

Fixed Asset Registry Value: \$15,360.00

Depreciation Method: Not Applicable

Depreciation Structure: Not Applicable

Asset Type Change Detail

New Fixed Asset Catalog:

New Fixed Asset Type:

New Fixed Asset Group:

New Useful Life:

New In Service Date:

New Depreciation Method:

New Depreciation Structure:

New Salvage Value:

Save Undo Insert New Line Insert Copied Line Edit with Grid Auto Apply

**NOTE:** The Accounting line cannot be edited.

This page intentionally left blank.



## 5 – Fixed Asset Cancellation (FC)

When fixed assets have been submitted successfully into the system, and the record contains errors which cannot be corrected using any adjustment documents, then the cancellation document is completed and submitted. Once submitted, this document removes the fixed asset from all system tables, except the history (FAHIST) table. Do not process an FC on an asset that has already been depreciated in the system; rather dispose of the asset with an FD document (see next chapter) to properly adjust the depreciation and setup a new one with a manual FA Document. Or process an FI document to change the accounting information.

The component to be cancelled on the document is based on the asset number entered in the document **Header**. The components to be cancelled are inferred on the document by clicking **Auto Apply** on the header (if the entire asset is to be cancelled).

It is helpful to remember these cancellation tips:

- A component has to be cancelled completely. There is no partial cancellation of a component, that is, some units of the component cannot be cancelled. Nor can only one accounting line of the component be cancelled. If the amount on one of the accounting lines of a component has to be reduced to zero, the FI document may have to be used; in which case the asset entry will not be removed from the FAR table
- If only a component, and not a complete asset, is cancelled, entries from the FAR Component and FAR Accounting tables relevant to that component will be deleted. The Asset number will not be available to be reused.
- If the complete asset is cancelled, entries from the FAR Header, FAR Component and FAR Accounting tables will be deleted. The Asset number will be available to be reused
- If there are any FAPR references on the document and the asset is cancelled, no FAPR updates/reversals will take place. However, the shell generation detail is updated by removing the shell reference from the listing on the FAPR table
- If a user wants to create an asset with the FAPR reference that was on the cancelled document, a user manually creates a new asset with the same information as on the Cancelled asset

## Cancelling an Asset


Access the FC document via the Fixed Asset workspace. Click **Removal**. Click **Cancellation** and select Fixed Asset Cancellation Document.

The screenshot shows the 'Fixed Assets' workspace with a sidebar on the left and a main content area on the right. The sidebar contains a 'Removal' menu item, which is highlighted with a red box. The main content area is titled 'Removal' and contains instructions: 'Remove an existing fixed asset.' Below this, there are three sections: 'Sale' (with links for 'FA Disposition Document (record ext and int sale)' and 'Fixed Asset Selling Price Change Document'), 'Disposal' (with text 'Dispose of a fixed asset due to loss, theft, damage, etc.'), and 'Cancellation' (with text 'Cancel a fixed asset (remove fixed asset from the Fixed Asset Registry)' and a link for 'Fixed Asset Cancellation Document' which is also highlighted with a red box).

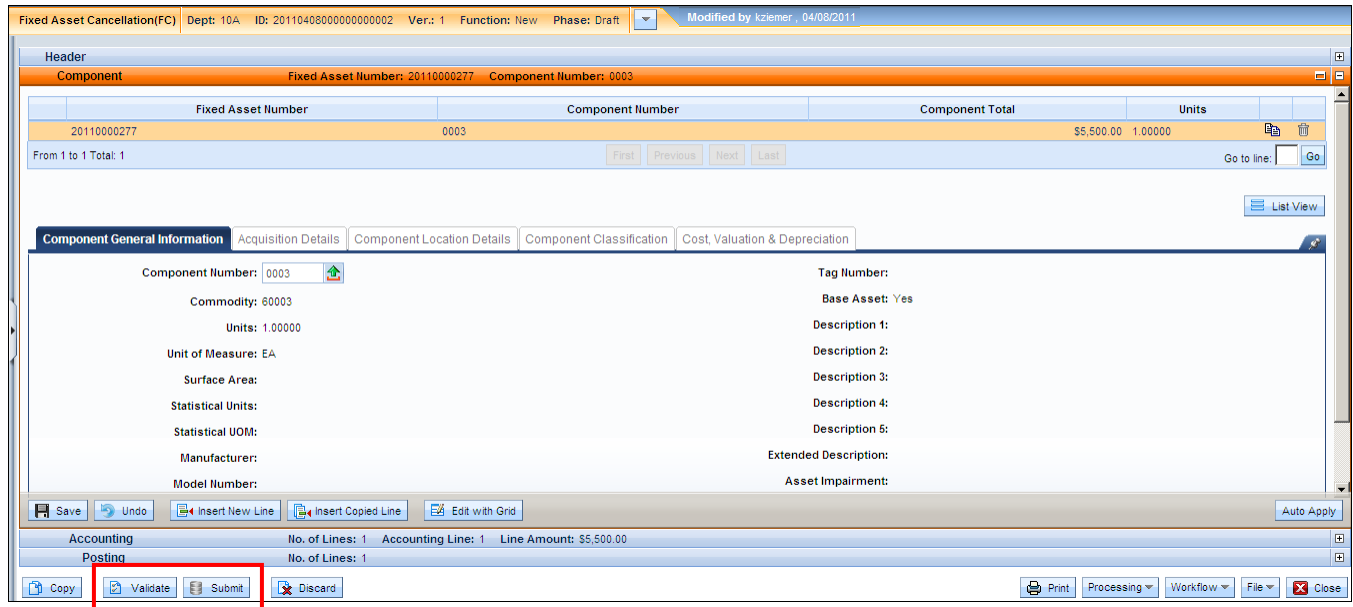
Follow the steps as discussed in the Auto Apply section. Once you have entered the Fixed Asset Number and clicked **Auto Apply**, navigate to the Component line.

The screenshot shows the 'Fixed Asset Cancellation(FC)' document. The top header bar displays 'Dept: 10A ID: 20110408000000000002 Ver: 1 Function: New Phase: Draft' and 'Modified by: kziemer, 04/08/2011'. The 'General Information' tab is active, showing fields for 'Document Name', 'Record Date', 'Budget FY', 'Fiscal Year', 'Period', and 'Document Description'. On the right, 'Fixed Asset Number' is set to '20110000277' and 'Fixed Asset Description' is 'RXI ELECTRONICS X-RAY METERPIX'. Other fields include 'Document Total: \$5,500.00', 'Final Accumulated Depreciation: \$0.00', 'Final Asset Value: \$0.00', 'Final Net Book Value: \$0.00', 'Event Type: FA11', and 'Memo Asset: No'. At the bottom, the 'Component' line is highlighted with a red box, showing 'Fixed Asset Number: 20110000277' and 'Component Number: 0003'. The 'Accounting' and 'Posting' lines are also visible, with 'No. of Lines: 1' for each.

Confirm that you want to cancel all components associated with this fixed asset number.

**NOTE:** If you only want to cancel certain components, click the trash icon  on the component line(s) that you do not want to cancel. Therefore, you are deleting the line that you do not want to cancel, thereby, the FC document contains the line that you do want to cancel.

**Validate** and **Submit** the document.



Fixed Asset Cancellation(FC) Dept: 10A ID: 20110408000000000002 Ver.: 1 Function: New Phase: Draft Modified by kziemer, 04/08/2011

Header

Component Fixed Asset Number: 20110000277 Component Number: 0003

Fixed Asset Number	Component Number	Component Total	Units
20110000277	0003	\$5,500.00	1.00000

From 1 to 1 Total: 1

Go to line:  Go

List View

Component General Information Acquisition Details Component Location Details Component Classification Cost, Valuation & Depreciation

Component Number: 0003 Tag Number:

Commodity: 60003 Base Asset: Yes

Units: 1.00000 Description 1:

Unit of Measure: EA Description 2:

Surface Area: Description 3:

Statistical Units: Description 4:

Statistical UOM: Description 5:

Manufacturer: Extended Description:

Model Number: Asset Impairment:

Save Undo Insert New Line Insert Copied Line Edit with Grid Auto Apply

Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: \$5,500.00

Posting No. of Lines: 1

Copy Validate Submit Discard Print Processing Workflow File Close

## Approval

The FC document requires department and OSC Accounting approval.

## Table Updates

As stated above, once an asset is cancelled, the fixed asset number and records are deleted from Fixed Asset tables, except for the FAHIST table.

Notice the screen show below shows the corresponding FA document; all adjustment documents will appear here also if the original asset is modified.

Fixed Asset History

Component Summary

FA Number	FA Component Number	Doc Code	Doc Dept	Doc ID	Document Component Total
✓ 20110000277	0003	FA	10A	20110406000000000050	\$5,500.00
20110000277	0003	FC	10A	20110408000000000002	\$5,500.00

First Prev Next Last

Component Details

[Search](#)

Journal Record Identification

FA Number : 20110000277

Doc Record Date : 04/08/2011

FA Component Number : 0003

Run Time : 04-08-11 09:32:29

Doc Code : FA

Fiscal Period : 10

Doc Dept : 10A

Last User ID : kziemer

Doc ID : 20110406000000000050

Event Type : FA01

Responsibility Center

Location

Classification Information

Component Details

Cost, Valuation and Depreciation

Disposition Information

Balance Sheet Codification

## 6 – Fixed Asset Disposition (FD)

This document allows you to record the disposition of existing assets. Examples of disposition for items are: destroyed, obsolete, traded in, sold, discarded, donated, vandalized, etc.

A Fixed Asset Disposition (FD) document must be processed with the appropriate disposition method, disposal reasons, comments and asset description. The disposition methods are pre-defined by Office of the State Controller in the Fixed Asset Disposition Method (FADM) table.

Acquisition Disposition				
	Acquisition/Disposition	Acquisition Disposition Method	Acquisition Disposition Method Short Name	Gain/Loss Posting
✓	Disposition	C	Coding Error	Expense
	Disposition	D	Destroyed	Expense
	Disposition	L	Lost	Expense
	Disposition	O	Other	Revenue
	Disposition	R	Transfer	Expense
	Disposition	S	Sold	Revenue
	Disposition	T	Trade	Expense
	Disposition	V	Van/Theft	Revenue
	Disposition	W	Worn	Expense
	Disposition	X	Lease Term	Expense

First Prev Next Last

[Save](#)
[Undo](#)
[Delete](#)
[Insert](#)
[Copy](#)
[Paste](#)
[Search](#)

Acquisition/Disposition :


Acquisition Disposition Method :

Acquisition Disposition Method Name :

Acquisition Disposition Method Short Name :

Gain/Loss Posting :

Using the FD, it is helpful to remember these tips:

- Betterments can be disposed of independently from the original asset
- Advantage enables you to record:
  - the disposition of an asset and all of its components (composite or non-composite assets)
  - the disposition of individual components only for non-composite assets
  - the disposition of a portion of the available units for components with multiple units, only for non-composite assets.
- The FD marks fixed assets tables with results of the disposition, where it remains until it is archived
- The FD disposition document does require that you click **Auto Apply** on the document header. If the asset has more than one component and not all will be disposed of, then simply delete those component lines by clicking the trash icon . This is only available for non-composite assets.
- For a lost or stolen fixed asset, an FD document should only be processed after the department has exhausted its recovery options
- For composite assets, the Disposition Method is required for each disposed asset. Valid disposition methods are defined on the Fixed Asset Disposition Method (FADM) table
- The FD recognizes a gain or loss and generates the appropriate accounting (including depreciation) to dispose the asset off the books. Cash Receipts (CR) documents will continue to be entered to record cash and revenue for the proceeds from the sale of an asset.

The disposition information should only be entered on the Header if it is a composite asset, otherwise it should be entered on the component section.

Only the Disposition Details can be entered on this document. For non-composite asset, go to the Component tab and enter in the fields:

- Disposition Date – defaults to current date
- Disposition Method – required
- Disposed Units – defaulted
- Selling Price – optional
- Depreciation Amount – defaulted [the Fixed Asset Disposition (FD) document records disposition of a fixed asset and also generates ledger postings to record 'catch-up' depreciation expense for the period between the asset's Last Depreciation Date, if not already depreciated then it will start from the depreciation date specified for the asset type, and the provided Disposition Date]
- Disposition Authority - optional
- The Gain/Loss amount will be calculated by the system and the Gain/Loss Account Type will be inferred based on the disposition method
- The **Accum Depr** field will automatically calculate once the document is submitted

## Creating the FD Document

Access the FD document via the Fixed Asset workspace. Click **Removal**. Click **Disposal** and select Fixed Asset Disposition Document.

The screenshot shows the 'Fixed Assets' workspace with a sidebar on the left and a main content area on the right. The sidebar has a 'Removal' button highlighted with a red box. The main content area is titled 'Removal' and contains the following sections:

- Remove an existing fixed asset.**
  - ▼ Sale**

Sell a fixed asset to an external entity or another government department.

[FA Disposition Document \(record ext and int sale\)](#)

[Fixed Asset Selling Price Change Document](#)
  - ▼ Disposal**

Dispose of a fixed asset due to loss, theft, damage, etc.

[Fixed Asset Disposition Document](#)
  - Cancellation**

Cancel a fixed asset (remove fixed asset from the Fixed Asset Registry).

Follow the steps as discussed in the Auto Apply section. Once you have entered the Fixed Asset Number and clicked **Auto Apply**, navigate to the **Composite Asset Information** tab.

The screenshot shows the 'Fixed Asset Disposition(FD)' document. The 'Composite Asset Information' tab is selected and highlighted with a red box. The document contains the following information:

**Header:**

- Fixed Asset Disposition(FD) Dept: 10A ID: 20110408000000000027 Ver.: 1 Function: New Phase: Draft Modified by: kziemer, 04/08/2011

**General Information:**

- Document Name: [Empty]
- Record Date: [Empty]
- Budget FY: [Empty]
- Fiscal Year: [Empty]
- Period: [Empty]
- Document Description: [Empty]

**Fixed Asset Information:**

- Fixed Asset Number: 20110000275
- Fixed Asset Description: ACQUISITION OF ACCOUNTING AND BOOKING EQUIPMENT
- Document Total: \$0.00
- Document Depreciation: \$0.00
- Final Accumulated Depreciation: \$0.00
- Final Asset Value: \$5,500.00
- Final Net Book Value: \$5,500.00
- Event Type: FA04
- Memo Asset: No

**Component:**

- Fixed Asset Number: 20110000275 Component Number: 0001
- Accounting No. of Lines: 1 Accounting Line: 1
- Posting No. of Lines: 0

**Buttons:** Save, Undo, Auto Apply, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, Close.

If your **Depreciation Method** is set to **Manually Computed**, then enter **0** in the **Depreciation Amount** field if you have been recording depreciation manually. This amount will infer to the Component line.

Click the **Disposition Information** tab.

General Information	Extended Doc Description	Responsibility Center	<b>Composite Asset Information</b>	<b>Disposition Information</b>	Document Information
Composite Asset: Yes Fixed Asset Catalog: Fixed Asset Type: E Fixed Asset Group: 0386 <b>Depreciation Method: Manually Computed</b> Useful Life: 4 Asset Impairment:			Acquisition Date: 04/06/2011 In Service Date: Depreciation Structure: Funding Line Valuation Date: Summary Valuation Amount: \$0.00 Summary Salvage Value: \$0.00 <b>Depreciation Amount: 0</b>		

Populate the following fields:

- Disposition Date – enter date disposed or sold
- Disposition Method – required, see options in the pick list or FADM table.
- Disposition Authority– possible descriptions are:
  - Sold at Auction
  - Traded to
  - Transferred to

Click **Validate** and **Submit**.

Fixed Asset Disposition(FD) Dept: 10A ID: 20110408000000000027 Ver.: 1 Function: New Phase: Draft Modified by: kziemer, 04/08/2011					
Header					
General Information	Extended Doc Description	Responsibility Center	Composite Asset Information	<b>Disposition Information</b>	Document Information
Disposition Date: 04/13/2011 Disposition Method: T			Selling Price: \$0.00 Disposition Authority: Traded To		
Save Undo Auto Apply					
Component		Fixed Asset Number: 20110000275 Component Number: 0001			
Accounting		No. of Lines: 1 Accounting Line: 1			
Posting		No. of Lines: 0			
Copy Validate Submit Discard		Print Processing Workflow File Close			



---

## For Surplus Items

The FD Document also has the ability to allocate the revenue from a fixed asset sale to the appropriate funding source for that asset. Surplus will record the disposition documents for items sold through Surplus. Remember to process the FM document to change the location to 0000 or 9999 in order to workflow to Surplus for disposal.

---

## For Internal Sale and Transfers

A Fixed Asset Internal Sale transaction is when an asset is sold or transferred:

- from one Fund type (Government & Proprietary) to another,
- between two different Proprietary Funds or
- between two different departments between the same or different fund types

Process an FD document to initiate an internal sale or transfer. Transfers should be completed within the same fiscal year, so be sure to coordinate your transfers with the new department. Otherwise, the purchasing department will run into posting errors on the new FA document.

These scenarios are detailed below.

### *Sold or Transferred within the Same Department*

If the asset is sold or transferred within the same department, complete the following steps:

#### Creating the FD document

1. Create the FD document and enter the Fixed Asset Number of the asset to be disposed of and click **Auto Apply** to bring the information forward. Event Type FAM1 should be used for an internal sale transaction.
2. The FD document will workflow to Surplus for approval.
3. Once the FD document is approved by Surplus, the user will utilize the Copy Forward function on the FD document to create an FA document to complete the internal sale.

#### Creating the FA document

Once the FA document page opens, the user will click **Auto Generate** checkbox to create a new fixed asset number and select the Event Type FAM2 (Acquire a Fixed Asset Internally).

Populate the following fields on the FA document:

- The **Responsibility Center Department** and **Unit** fields are required; the user can choose to enter in a new Responsibility Center Department and Unit, if desired.
- Most fields on the Component section may still be manually modified. As a result, the system invokes edits to ensure that values entered on the FA document match the values stored on the fixed asset registry Component Line(s) for the internally disposed asset. The following edits apply:
  - Acquired Units = Internal Sale units

- Acquisition Date = Internal Sale / Disposition Date
  - Internal Gain or Loss on FA = Internal Sale Gain Loss amount on FD
  - Component value = Internal Sale – (Asset Cost – Depreciation)
- The **Internal Sale Details** section displays the details of the disposition of the asset that is being acquired.
- The amount of the asset that is being acquired has to be the same as the net book value of the disposed asset.
- The **Funding Fiscal Year** and **Funding Budget FY** are required fields that have to be entered by the user on the Accounting Line.
- The Fund Accounting information should be changed in the accounting section, such as the Fund, Dept, Unit, and Sub Unit.

## *Sold or Transferred within the Different Departments*

If the Fixed Asset is sold or transferred between two different departments, complete the following steps.

### **Creating the FD document**

1. The selling department will create the FD document and enter the Fixed Asset Number of the asset to be disposed of and click **Auto Apply** to bring the information forward. Event Type FAM1 will be used for an internal sale transaction.
2. The FD document will be workflowed to Surplus for approval.
3. Surplus will request the fund accounting information from the buying agency in order to complete the FA document.

### **Creating the FA document**

Surplus will click **Auto Generate** checkbox to create a new fixed asset number and select the Event Type FAM2 (Acquire a Fixed Asset Internally). This step needs to be completed by Surplus due to security access between departments.

Surplus will populate the following fields on the FA document:

- The **Responsibility Center Department** and **Unit** fields are required; the user can choose to enter in a new Responsibility Center Department and Unit, if desired.
- Most fields on the Component section may still be manually modified. As a result, the system invokes edits to ensure that values entered on the FA document match the values stored on the fixed asset registry Component Line(s) for the internally disposed asset. The following edits apply:
  - Acquired Units = Internal Sale units
  - Acquisition Date = Internal Sale / Disposition Date
  - Internal Gain or Loss on FA = Internal Sale Gain Loss amount on FD
  - Component value = Internal Sale – (Asset Cost – Depreciation)
- The **Internal Sale Details** section displays the details of the disposition of the asset that is being acquired.
- The amount of the asset that is being acquired has to be the same as the net book value of the disposed asset.
- The **Funding Fiscal Year** and **Funding Budget FY** are required fields that have to be entered on the Accounting Line.
- The new fund accounting information for the purchasing department needs to be entered on the accounting line (Fund, Dept, Unit, and Sub Unit)

## Change the Price (FP)

The Fixed Asset Price Change (FP) document records a change in the sales price of a disposed asset. Please note, this means that a **Disposition Method of S** (Sold) should have been entered on your FD document.

The Disposition Authority, Disposition Method, and Disposition Date fields can be modified for composite assets on the Header and for non-composite assets on the Component tab. The old information for the fields will display on the left-side of each section.

The Disposition Date can only be modified if a Change in Selling Price is entered and is not zero dollars. However, the Disposition Authority and the Disposition Method fields can be modified without a change in selling price.

If the change in price is being applied to the entire asset (composite asset), the user must make the changes on the document header. If the change is to an individual component, it must be made on the component section, as seen in the screen shot below.

The user can distinguish if it is an increase or a decrease in selling price. By entering in the minus sign (-) in front of the number it is a decrease; and by entering in the number without a minus, it is an increase. The system will automatically put parentheses around the price if it was entered in as a decrease.

**NOTE:** If the Disposition Date is modified, information entered on this document will not update the Depreciation.

### *Creating the FP document*

Access the FP document via the Fixed Asset workspace. Click **Removal**. Click **Sale** and select Fixed Asset Selling Price Change Document.



Follow the steps as discussed in the Auto Apply section. Once you have entered the Fixed Asset Number and clicked **Auto Apply**, navigate to the **Component** line.

Enter the **Change in Selling Price** in the **Disposition Details** tab.

**Validate** and **Submit** the document.

The screenshot displays the 'Fixed Asset Selling Price Change(FP)' window. At the top, the header shows 'Dept: 10A', 'ID: 20110408000000000006', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by: kzeiner, 04/08/2011'. Below the header, the 'Component' section shows 'No. of Lines: 1', 'Fixed Asset Number: 20110000276', and 'Component Number: 001'. A table lists the component details with columns for 'Fixed Asset Number', 'Component Number', 'Selling Price', and 'Change in Selling Price'. The table contains one row with values: '20110000276', '001', '\$5,000.00', and '(\$500.00)'. Below the table, the 'Disposition Details' tab is active, showing 'Disposition Date: 04/08/2011', 'Disposition Method: S', 'Disposed Units: 1.00000', 'Selling Price: \$5,000.00', and 'Memo Disposal Value: \$0.00'. On the right side of this tab, the 'Gain / Loss Account Type: Revenue' is selected, and the 'Change in Selling Price: (\$500.00)' is entered in a field. At the bottom of the window, the 'Accounting' section shows 'No. of Lines: 1' and 'Accounting Line: 1' with a 'Line Amount: 0.00'. The 'Posting' section shows 'No. of Lines: 2'. The bottom toolbar includes buttons for 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'. The 'Validate' and 'Submit' buttons are highlighted with a red box.

## Approval

Fixed Asset Dispositions require department and OSC Accounting approval.

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## 7 – Fixed Asset Depreciation (FE and ME)

- There are two depreciation documents in Advantage: The FE document is used to correct depreciation manually in Advantage.
- The ME document is used for mass depreciation and is generated by a batch job. When an asset is set up for Straight Line Deprecation in the **Depreciation Method** field, the system generates the ME document. The ME document does not appear on the Document Catalog, but you are able to view it on the Fixed Asset Accounting Journal (JFAAJ) table.

The following is criteria for asset selection for depreciation:

- Depreciation Method = Straight Line
- Depreciation Indicator = Funding Line
- Component Value > \$0
- Component Net Book Value > Salvage Value
- In Service Date is populated

The following fixed assets types are set to be non-depreciable on the Fixed Asset Type (FATP) table:

- Construction in Progress
- Land
- Infrastructure
- Historical Treasures and Art

The **Depreciation Indicator** is not checked, the **Depreciation Date** Indicator is set to Not Applicable, and the **Accumulated Depreciation Account** field is blank.

Fixed Asset Type	
Fixed Asset Type	Fixed Asset Type Name
✓ C	Construction Work In Progress
H	Historical Treasures & Art
L	Land
S	Infrastructure

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

► General Information

▼ Depreciation Information

Depreciation Indicator : <input type="checkbox"/>	Accumulated Depreciation Account : <input type="text"/>
Depreciation Date Indicator : Not Applicable	Accumulated Depreciation Sub BSA : <input type="text"/>

► Other BSA

## Creating the FE document

To adjust the depreciation from an original Fixed Asset Acquisition (FA) document, follow the steps as discussed in the Auto Apply section. Once you have entered the Fixed Asset Number and clicked Auto Apply, navigate to the **Composite Asset Information** tab.

For composite assets, adjust the Depreciation amount field on the Header line. For non-composite assets, adjust the Depreciation amount field on the Component line in the **Cost, Valuation & Depreciation** tab.

Fixed Asset Depreciation(FE) | Dept: 10A | ID: 20110407000000000001 | Ver.: 1 | Function: New | Phase: Draft | Modified by kziemer, 04/07/2011

Header

General Information | Extended Doc Description | Responsibility Center | **Composite Asset Information** | Document Information

Composite Asset: Yes  
 Fixed Asset Catalog:  
 Fixed Asset Type: I  
 Fixed Asset Group: 4510  
 Depreciation Method: Straight Line  
 Useful Life: 10  
 Asset Impairment:

Acquisition Date: 05/14/2003  
 In Service Date: 04/07/2011  
 Depreciation Structure: Funding Line  
 Valuation Date:  
 Summary Valuation Amount: \$0.00  
 Summary Salvage Value: \$0.00  
 Depreciation Amount: 5800

Save | Undo | Auto Apply

Component No. of Lines: 4 Fixed Asset Number: 000000000053632 Component Number: 0001  
 Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: 0.00  
 Posting No. of Lines: 0

Copy | Validate | Submit | Discard | Print | Processing | Workflow | File | Close

If there are multiple components associated with the composite asset, then the depreciation is calculated at each component line. If you navigate to the Posting line, you will notice that the depreciation amount is much less than the Depreciation Total that you entered at the Header line.

Click the eye icon to see posting details.

Fixed Asset Depreciation(FE) | Dept: 10A | ID: 20110407000000000001 | Ver.: 1 | Function: New | Phase: Draft | Modified by kziemer, 04/07/2011

Header

Component No. of Lines: 4 Fixed Asset Number: 000000000053632 Component Number: 0001  
 Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: 0.00  
 Posting No. of Lines: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Non-Standard	F020 F040	Depr Expense Accum Depr	\$1,535.08	\$1,535.08

From 1 to 1 Total: 1

First | Previous | Next | Last | Go to line: | Go

Copy | Validate | Submit | Discard | Print | Processing | Workflow | File | Close



**NOTE:** The Fund is 100 because this is a governmental asset.

Click **Validate** and **Submit**.

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Non-Standard	F020 F040	Depr Expense Accum Depr	\$1,296.63	\$1,296.63

[List View](#)

General Information   Asset Information   **Fund Accounting**   Detail Accounting

Fund: 100	Cabinet: 04	BSA:
Sub Fund:	Department: 04A	Sub BSA:
Object: 5701	Unit: L262	OBSA: 0120
Sub Object:	Sub Unit: 33	Sub OBSA:
Object Category: SCAP	Appr Unit: 074633	Dept Object:
Revenue:	Appr Category: 059	Dept Revenue:
Sub Revenue:	Internal Fund:	
Revenue Category:	Internal Sub Fund:	
	Internal Dept:	

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[Copy](#)  
 [Validate](#)  
 [Submit](#)  
 [Discard](#)

[Print](#)  
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 Workflow  
 File  
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## Depreciation Tables

Two new tables have been added to Advantage to track depreciation and more accurately calculate depreciation. :

1. Depreciable Elements Change (DEPEC) table
2. Depreciation History (DEPH) table

Depreciation is calculated by taking into account the Effective Date from the above tables.

## Depreciable Elements Change (DEPEC) table

The DEPEC table stores the old and new values for fields that impact depreciation, along with status indicators (Active flag and Process Date) to identify when and if the record was already considered by depreciation logic. The depreciation calculation routine, in the FA documents and the Mass Depreciation process, reads this table before calculating the depreciation and uses the data from this table in the depreciation calculation. Manual updates are not allowed on this table.

Fixed Asset documents with Betterment, Asset Value Increase / Decrease and Modification Event Types will insert records into this table. Fixed Assets documents with Mass Depreciation, Manual Depreciation, Transfer and Disposition Event Types will update the records on this table.

FA Depreciation Elements Change			
Fixed Asset Number	Component Number	Process Date	Active
✓ 20090000282	0001		Yes
First Prev Next Last			
<a href="#">Search</a>			
<b>General Information</b>			
Fixed Asset Number :	20090000282	Creation Doc Code :	FI
Component Number :	0001	Creation Doc Dept :	10A
Component Value :	\$46,145.00	Creation Doc ID :	20110407000000000009
Accumulated Depreciation :	\$34,447.85	Effective Date :	04/07/2011
Component Net Book Value :	\$11,697.15		
<b>Depreciable Elements</b>			
Old Depreciation Method : Straight Line		New Depreciation Method : Straight Line	
Old Useful Life : 3		New Useful Life : 3	
Old Acquisition Date :		New Acquisition Date :	
Old In Service Date :		New In Service Date :	
Old Depreciation Structure : Funding Line		New Depreciation Structure : Funding Line	
Old Summary Salvage Value : \$0.00		New Salvage Value : \$0.00	
		New Component Value : \$45,845.00	
<b>Modification History</b>			
Modification Doc Code :		Active : <input checked="" type="checkbox"/>	
Modification Doc Dept :		Process Date :	
Modification Doc ID :		Last Action Date : 04/07/2011	
<a href="#">Top</a>			
<a href="#">FA Depreciation History</a> <a href="#">Fixed Asset Registry Component</a>			


## Depreciation History (DEPH) table

The DEPH table stores the depreciation amount calculated using the DEPEC table's values. The Depreciation History table stores this information for reporting and audit trail purposes. Records are inserted by FA documents with Transfer and Disposition Event Types and the Mass Depreciation process. Manual inserts are not allowed on this table.

Transition back to the DEPEC table by clicking the [FA Depreciation Elements Changes](#) link.

FA Depreciation History					
Fixed Asset Number	Component Number	Depreciation Begin Date	Depreciation End Date	Depreciation Amount	
✓ 20090000282	0001	09/01/2010	09/02/2010	\$84.28	

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▼ General Information

Fixed Asset Number :	20090000282	Depreciation Begin Date :	09/01/2010
Component Number :	0001	Depreciation End Date :	09/02/2010
DEPEC Record Number :		Depreciation Method :	Straight Line
		Depreciation Amount :	\$84.28
		Process Date :	10/19/2010

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[FA Depreciation Elements Changes](#)
[Fixed Asset Registry Component](#)

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## 8—Fixed Asset Inquiry Tables

There are several Fixed Asset tables that you will find helpful when searching for specific fixed asset information. Examples of searchable fields are asset location, serial number, responsible department, custodian, and payment document.

Most of these tables were reviewed in the training book. For those not previously discussed, screen shots have been provided.

- Fixed Asset Type (FATP)—establishes specific balance sheet accounts and options to be associated with each asset type. The FATP table is where asset types are defined as being depreciable or not.
- Fixed Asset Disposition Method (FADM)—contains acquisition codes to reflect both ownership and acquisition method
- Fixed Asset Group (FAGRP)—describes fixed assets at a more detailed level than asset Fixed Asset Type

Fixed Asset Group

Fixed Asset Group	Fixed Asset Group Short Name	Fixed Asset Type
0300	ADMINISTRATION	C
0304	AUDIO EQUIPMENT	E
0306	CABINETS, METAL	E
0308	CABINETS, WOOD	E
0310	CAPITOL	B
0310	CALCULATORS, DE	E
0310	COPYRIGHTS	T
0312	CALCULATORS, PO	E
0314	CAMERAS	E
0316	CUTTER, PAPER	E

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\*Fixed Asset Group :

0300

Fixed Asset Group Name :

Administration

Fixed Asset Group Short Name :

ADMINISTRATION

\*Fixed Asset Type :

C

Construction Work In Progress

Fixed Asset Group Class :

030

Administration

Fixed Asset Group Category :

- Fixed Asset Group Class (FAGCS)—used for reporting purposes only. Fixed Asset Group classes are collections of related fixed asset groups

Fixed Asset Group Class		
Fixed Asset Group Class	Fixed Asset Group Class Short Name	Fixed Asset Type
✓ 030	Admin	B
030	Admin	C
030	Admin	E
030	Admin	L
030	Admin	T
030	Admin	X
035	Bldg Related	I
060	Agriculture	B
060	Agriculture	C
060	Agriculture	E

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\*Fixed Asset Group Class :

Fixed Asset Group Class Name :

Fixed Asset Group Class Short Name :

\*Fixed Asset Type :  

Buildings

- Location (LOC)—allows you to define location codes and associated information related to the location

**Location**

Department	Location	Name	Active	Effective From	Effective To
✓ 10A	0000	SURPLUS EQUIPMENT	Yes		
10A	0001	ACCOUNTS & CONTROL, 4RD FLOOR	Yes		
10A	0002	COMPENSATORY EDUCATION	Yes		
10A	0003	STUDENT ASSISTANCE TEAM/CONF	Yes		
10A	0004	CERTIFICATION SUB-TEAM	Yes		

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\*Department: 10A Effective From:

\*Location: 0000 Effective To:

\*Name: SURPLUS EQUIPMENT Active: ☒

\*Short Name: SURPLUS EQUIPME Budgeting: ☒

Contact Code:  Description: SURPLUS EQUIPME

▼ Rollups

Location Class: CVC

Location Category: BU

Location Type:

County:

**Description** field can be populated with the Room Number.

- Location Class (LCLS)—allows you to define the valid location classes for locations in your system. The location class is a rollup level for the location. This element is used for reporting purposes

**Location Class**

Department	Location Class	Name	Active
✓ 10A	CVC	Surplus/Central Warehouse	Yes

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\*Department: 10A Effective From:

\*Location Class: CVC Effective To:

\*Name: Surplus/Central Warehouse Active: ☒

\*Short Name: SURPLUS/CENTRAL Budgeting: ☒

Contact Code:  Description: AUGUSTA 85 LEIGHTON RD

- **Commodity Fixed Asset Threshold (COMMFA)**—maintains the threshold (minimum amount) for purchases to be considered a fixed asset for a specific commodity code—department combination. Individual purchases under the Threshold amount would not be considered a fixed asset. Individual purchases equal to or greater than the Threshold amount will be considered a fixed asset.
- **Fixed Asset Capitalization Criteria (FACC)**—defines the minimum criteria for fixed asset types by department. The table is used in the evaluation of the Fixed Asset Acquisition/Betterment (FA) document.
- **Fixed Asset Payment Request (FAPR)**—tracks the status of shell generation by commodity line. The Fixed Asset Payment Request (FAPR) contains entries from Advantage Accounts Payable payment documents that include Fixed Asset Commodity Codes. Once the payment has been completed, the Shell Generation Process creates the 'Shell'. These documents require additional online data entry to complete all of the information required for Fixed Asset Acquisitions or Betterments. In other words, additional data entry is required.



- Fixed Asset Accounting Journal (JFAAJ)—This page serves to give users a view into the journal lines from processing fixed asset documents. It is a source of data that can be utilized for many reports and processes in the fixed asset area of the application.

Run Tm	Document ID	FA Number	Component	Accounting Line	Posting Line	Dr/Cr	Pstng Am
✓ 04/06/2011	<a href="#">FA 10A 20110406000000000048</a>	20110000275	0001	1	2	D	\$5,500.00
04/06/2011	<a href="#">FA 10A 20110406000000000048</a>	20110000275	0001	1	2	C	(\$5,500.00)
04/08/2011	<a href="#">FD 10A 20110408000000000027</a>	20110000275	0001	1	2	C	(\$7.53)
04/08/2011	<a href="#">FD 10A 20110408000000000027</a>	20110000275	0001	1	2	D	\$7.53
04/08/2011	<a href="#">FD 10A 20110408000000000027</a>	20110000275	0001	1	1	C	(\$5,492.47)
04/08/2011	<a href="#">FD 10A 20110408000000000027</a>	20110000275	0001	1	4	D	\$5,492.47
04/08/2011	<a href="#">FD 10A 20110408000000000027</a>	20110000275	0001	1	3	D	\$7.53
04/08/2011	<a href="#">FD 10A 20110408000000000027</a>	20110000275	0001	1	3	C	(\$7.53)

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▼ General Accounting

Doc Record Date: 04/06/2011 Ln Func: Non-Standard

Fiscal Period: 10 Pstng Am: \$5,500.00

Fiscal Year: 2011 Dr/Cr: D

Budget FY: 2011 Incr/Dcrs: I

Fiscal Quarter: 4 FA Number: 20110000275

Event Type: FA01 Component: 0001

Event Category: FA Accounting Line: 1

Pstng Prln: A Posting Line: 2

Posting Code: F002 Run Tm: 04/06/2011

► Fund Accounting

► Organizational

► Cost Accounting

► Other Chart of Accounts

► COA Rollups

► Document and Disbursement Information

► Miscellaneous

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[FA History](#)

Fixed Asset Registry (FAR) table, which is updated through the use of specific Fixed Asset Documents and Event Types, stores the current status of an asset and is made up of the following three tables:

- Fixed Asset Registry Header (FARHDR) —contains the Fixed Asset Number and Description, summary asset cost and Responsibility Chart of Account elements.
- Fixed Asset Registry Component (FARCOMP) —contains the Acquisition/Betterment details for each Fixed Asset Component

Fixed Asset Registry Component			
Fixed Asset Number	Component Number	Component Value	Commodity Code
✓ 20110000275	0001	\$0.00	60003

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**General Information**

Fixed Asset Number : 20110000275      Component Value : \$0.00  
 Component Number : 0001      Component Accumulated Depreciation : \$0.00  
    Component Net Book Value : \$0.00  
    Historic Asset Cost : \$5,500.00

**Asset Classification & Location**

Classification Indicator : Normal      Location : 0006  
 Asset Type : E      PERSONNEL  
 Equip      Sub Location :  
 Asset Catalog :      Complex / Building :  
 Asset Group : 0386  
 TYPEWRITERS, EL  
 Asset Group Class : 030  
 Admin  
 Asset Group Category :  
 Base Asset Flag : ☒

**Acquisition /Disposition Details**

Acquisition Date : 04/06/2011      Disposition Date : 04/08/2011  
 Acquisition Method : p      Disposition Method : L  
 Purchase      Lost  
 Purchasing Authority :      Disposition Authority :  
 Vendor Code : VS0000010993      Disposed Units : 1.00000  
 Vendor Name : JYK INC      Gain/Loss Account Type : Expense  
 Alias/DBA :      Selling Price : \$0.00  
 Original Acquisition : ☒      Memo Disposal Value : \$0.00

**Valuation /Reorganization Details**

Valuation Amount : \$0.00      Reorganization Date : 04/07/2011  
 Last Valuation Date :      Replacement Date :  
 Valuation Selection Date :

**Depreciation**

Date Indicator : In Service Date      Useful Life : 4  
 Depreciation Structure Indicator : Funding Line      Salvage Value : \$0.00  
 Depreciation Method : Straight Line      Closing Costs : \$0.00  
 Depreciation Indicator : ☒      In Service Date :  
 Last Depreciation Date :

**Balance Sheet Account**

Asset BSA : 0115      OBSA : 0100      Accumulated Depreciation BSA : 0120  
 Asset SBSA :      Sub OBSA :      Accumulated Depreciation SBSA :

**Internal Sale Details**

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[Fixed Asset Registry Accounting](#)   [FA Depreciation History](#)   [FA Depreciation Elements Changes](#)   [Fixed Asset Warranty](#)   [Fixed Asset Repair & Maintenance](#)  
[Fixed Asset Registry Header](#)

- Fixed Asset Registry Accounting (FARACTG)—records the funding information including Fund and Detailed Accounting Distributions; an FA document can have multiple accounting lines to track funds by multiple sources, e.g., 20% federal, 80% state
- The Fixed Asset History (FAHIST) table—records all documents which have been processed for the asset number and provides a history of all the accounting and non-accounting transactions for each individual Fixed Asset record
- The Custodian (CUSD) table validates who has custody of the asset. The Custodian is limited to 10 characters

Custodian

Custodian	Custodian Name	Inventory Officer	Inventory Area
✓ 1000	Agriculture	Scott Sawtelle	

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Custodian :

1000

Custodian Name :

Agriculture

Short Name :

Agriculture

Inventory Officer :

Scott Sawtelle

Inventory Area :

Phone :

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## 9 – Reporting

In the Fortis system, there are seven reports.

- Fixed Asset Accumulated Depreciation – FA01
- Fixed Asset Transaction Detail – FA02
- Fixed Asset Current Depreciation – FA03
- Fixed Asset by Location – FA04
- List of Fixed Assets by Dept (Department) and Location – FA04A
- List of Active Fixed Assets – FA06
- Fixed Asset Label (BARCODE) Listing Report – FA09

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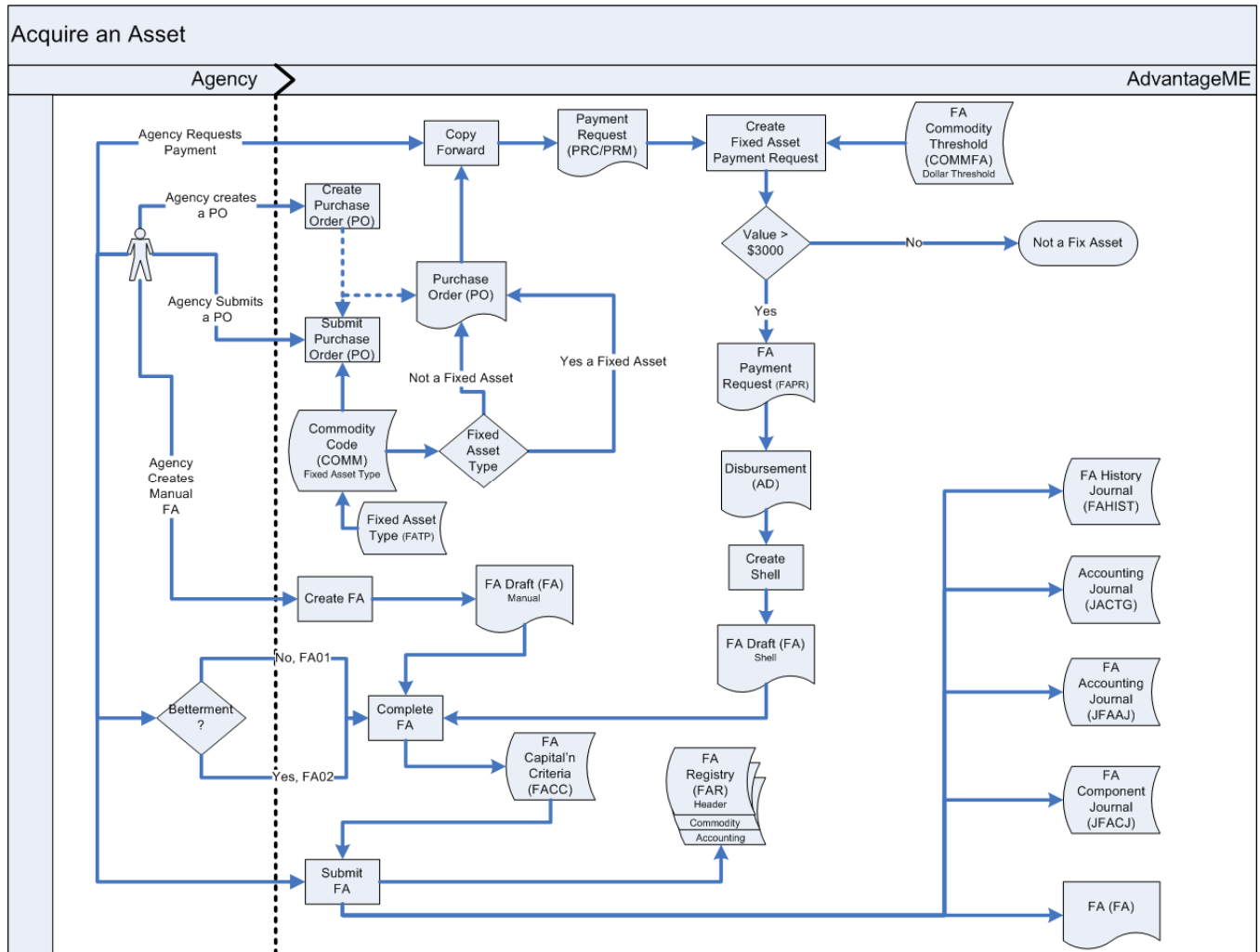
# 10—Summary

## Fixed Asset Business Process Summary

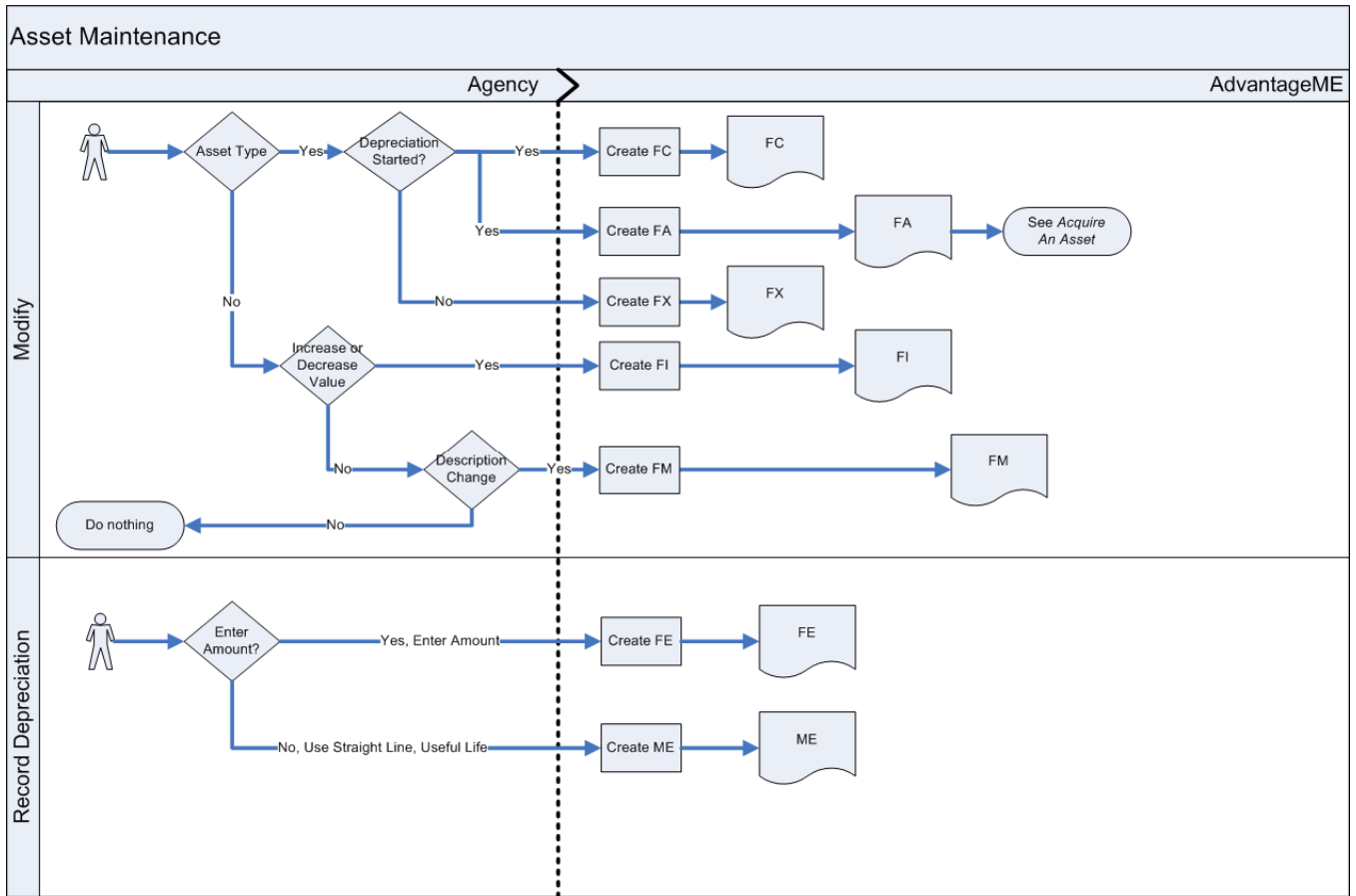
- Acquisition—When a fixed asset is acquired, an FA document is created. The FA establishes a master record and is the first detail record for the master asset. The Shell Generation offline process creates Fixed Asset “shell” documents based on updates to the Fixed Asset Payment Request (FAPR) table that result from accepted payment request and disbursement documents related to the purchase of capital assets
- Betterment—The State betterers fixed assets through hardware upgrades, the purchase of equipment accessories, the renovation or expansion of existing real property. An FA document is created to record improvement of a fixed asset
- Adjustments—There are four adjustments that can be made to a fixed asset: the Fixed Asset Increase/Decrease (FI) document is used to change asset cost and funding source; the Fixed Asset Modification (FM) document is used to change descriptive fixed asset information, excluding accounting and location information; the Fixed Asset Type Change (FX) document is used to adjust the type of fixed asset, i.e. from a vehicle to equipment.
- Depreciation—There are two depreciation documents in Advantage. Both documents require department approval. The FE document is used to correct depreciation manually in Advantage. The ME document is used for mass depreciation and is generated by a batch job. When an asset is set up for Straight Line Depreciation in the **Depreciation Method** field, the system generates the ME document. The ME document does not appear on the Document Catalog, but you are able to view it on the Fixed Asset Registry tables.
- Cancellation—When fixed assets have been submitted successfully into the system, and the record contains errors which cannot be corrected using any adjustment documents, then the cancellation document is completed and submitted
- Disposition— The retirement of a fixed asset due to sale, destruction, obsolescence, vandalism, etc. The Fixed Asset Disposition (FD) document records the retirement of the asset, the depreciation of the asset, offsets the revenue from the sale of the asset, and recognizes any gain or loss
- Inquiry Tables—Several tables are available to verify asset number, asset type, dollar threshold, acquisition code and method, shell generation with commodity line and the current status of an asset

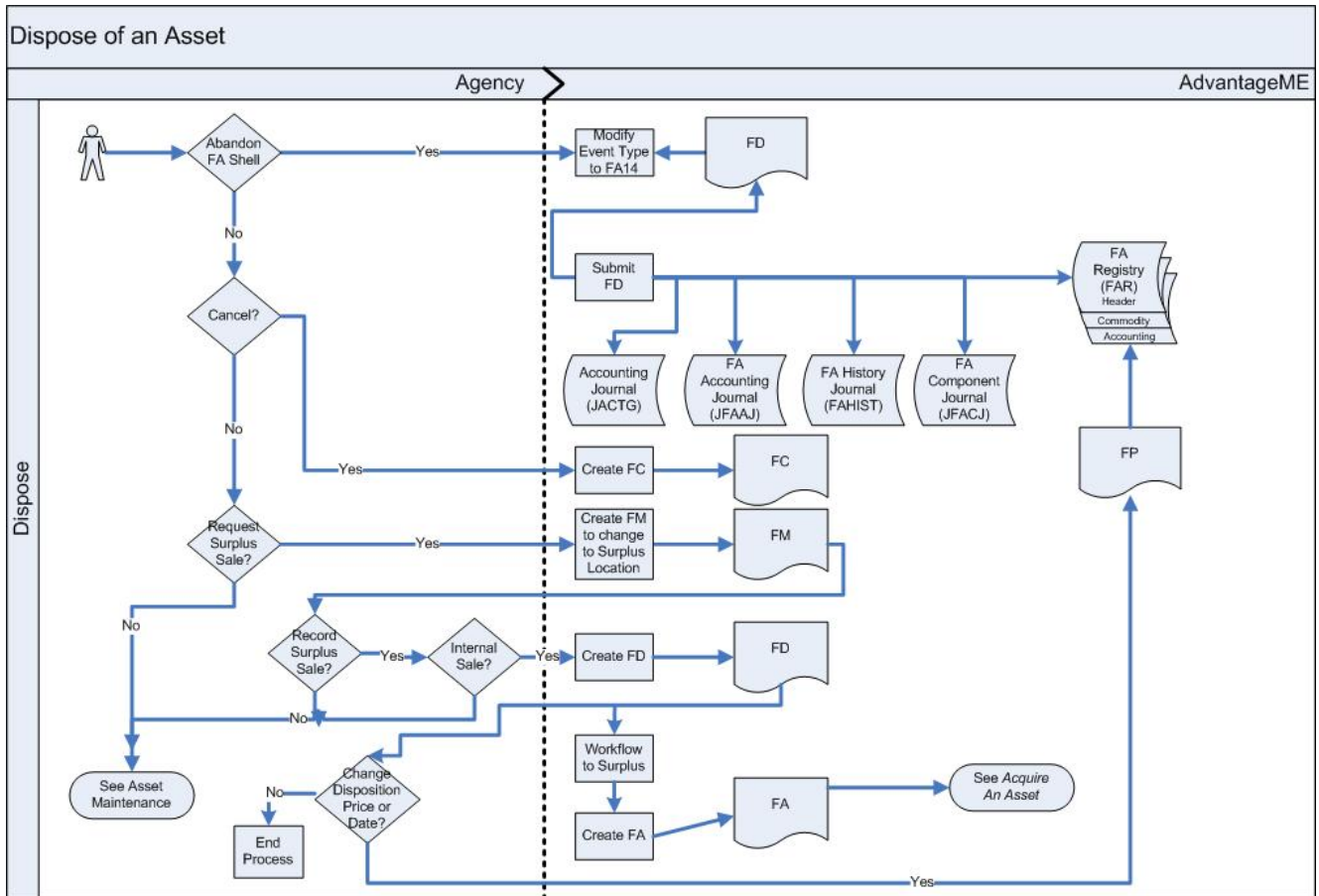
Here are several diagrams that summarize the Fixed Asset processes:

- Acquisition of an Asset
- Maintenance of an Asset
- Disposal of an Asset









## Appendix A – Agency Training Leads

Agency Training Leads are your point of contact for questions you have regarding Advantage or registering for training classes. The complete list of Leads by Service Center can be found on the OSC website.